**IHS RPMS CHR INFORMATION
AND REPORTING SYSTEM
(BCH)
USER'S MANUAL
VERSION 1.0
OCTOBER 1996**

Table of Contents

About This Manual

This manual provides user instructions for the RPMS/PCC Community Health Representative System (CHR/PCC), version 1.0. The four chapters included in the manual cover the main components of this system:
1. The Data Entry Process
2. The Reports Module
3. Manager Utilities
4. Sending Data from a Remote System

When using this guide, it is suggested that you have available the following four manuals for reference:

Instructions for Completing the Community Health Representative Patient Care Component (Form IHS-535), 15 November 1994
> This manual describes in detail how to fill out the CHR PCC form. Each item on the form is described in detail and numerous examples are provided. When entering data into the RPMS/PCC system through the data entry process, refer to this manual for examples and for help with answering any questions about data items.

Community Health Representatives Information System (CHRIS II): Filling Out the Report Form, October 1991
> The CHRIS II data system and the data items collected in the system are described in this guide. It is a valuable reference for CHRs.

How to Set Up and Maintain the Community Health Representative Remote Patient Care Component: CHR Remote PCC Information and Reporting System
> This manual is known as the Manager's Manual. It describes the setup and management of the CHR Remote System. CHRs should review this manual and use it for reference.

VA FileMan User Manual, Version 21, December 1994
> The CHR system uses a tool called ScreenMan for entering data. For detailed instructions on how to use ScreenMan, see Chapter 6 of the VA FileMan User Manual. You can obtain a copy of this manual from the RPMS Site Manager at your Service Unit facility.

Throughout this manual, user responses within sections of computer dialog appear in ***bold italic type***. You will also see many references to the **<return>** key in this manual. Depending on the type of terminal you are using, this key may be labeled Enter on your keyboard. The Return key and Enter key are the same.

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Introduction

The RPMS CHR/PCC Information and Reporting System (CHR/PCC) is used by Community Health Representatives (CHRs) to collect data about their activities. The CHR/PCC is a powerful tool. It permits CHRs to inform other members of the health-care team about health-related activities taking place in the patient's home or in the community.

This system is very unique in that it allows for the entry of data onto a remote device (such as a notebook or laptop computer) that the CHR takes into the home or community. The CHR can then upload the entered data from the remote device to the computer at their home Service Unit. Once the data is uploaded, patient-specific data is automatically entered into the PCC database.

If a remote device is not available, this system provides a data entry option so that data can be entered directly onto the RPMS Service Unit computer from forms filled out by a CHR. Once data is entered, an extensive reports module is available. An option for extracting these activity records and exporting them to the national CHRIS II reporting system is also available.

Below is the main menu for the CHR/PCC. One or more of these menu options will be available to you.

```
     *****************************************
         ** RPMS CHR/PCC REPORTING SYSTEM **
     *****************************************
               SELLS HOSPITAL/CLINIC
                    Version 1.0

     DE       Data Entry Menu ...
     RPTS     Reports Menu ...
     MUTL     Manager Utilities ...
     SEND     Send file from CHR Remote System
```

The four menu options are briefly outlined below. They are described in detail in each of the four chapters of this manual.

Data Entry Menu

This option is used for entering data into the CHR/PCC. There are two ways to enter data into the CHR/PCC. The first, and most common way, is to manually record data on the CHR/PCC forms and then enter the data into the computer. The second way is to enter activity data directly into the computer without completing a paper form. Chapter 1 provides detailed instructions on how to enter data into the system with either method.

Reports Menu

The Reports Menu provides a means for generating a wide variety of reports from the data that has been entered into the system. These reports are designed to assist you with managing your programs and with providing quality patient care. CHRIS II reports are also available to you as are several general retrieval capabilities. All of these report options are described in Chapter 2 of this manual.

Manager Utilities

This menu provides the manager of the CHR/PCC system with several utilities. Managers will be able to update the system site parameters, download patient demographics to the remote computers, and export data to the CHRIS II system. These options are described in Chapter 3 of this manual.

Send File from CHR Remote System

The last menu option is used for sending a file of CHR transactions from a remote computer to the computer at the home Service Unit. This option is to be used only if you are dialing in from the remote laptop computer and are prepared to send a file via the Kermit protocol. See Chapter 4 for details.

1 The Data Entry Menu

The options available on the Data Entry menu allow you to enter, modify, and view patient data, and print CHR forms. You can access the Data Entry menu from the main CHR menu by typing *DE* and then pressing the **<return>** key. You will see the following menu on the screen:

```
*********************************************
**        RPMS CHR/PCC REPORTING SYSTEM      **
**             Data Entry Menu               **
*********************************************
                SELLS HOSPITAL/CLINIC
                     Version 1.0

     DE     Enter/Update CHR PCC For ms
     RDSP   Display CHR Record
     LV     Display Patient's Last CHR Visit
     LIST   List CHR Records, STANDARD Output
     PRT    Print CHR Forms (Hard Copy)
```

Instructions for using each of the Data Entry menu options are included below.

Enter/Update CHR/PCC Forms

This option is the most frequently used option on the Data Entry menu. Regardless of whether you enter data from forms or directly into the system, all data entry is performed with this option.

The following is an example of entering data using the Enter/Update CHR/PCC Forms option. As a reminder, this section describes only the process of entering data. It does not provide detailed information about the types of responses that should be entered into each field. If you have a question about the type of data that should be entered into a particular field, for instance, "What should I enter into the service time field?" you should refer to the manual titled Instructions for Completing the Community Health Representative Patient Care Component (Form IHS-535).

To choose this option, enter DE at the prompt on the Data Entry menu and press the **<return>** key. The following appears on the screen:

```
                 CHR Data Entry Module

                 **********************
                 *  Update CHR Records  *
                 **********************

Enter Provider (CHR):  353LH HARRIS,LAVINA
```

You will enter your CHR provider code or the provider code from the upper right corner of the CHR/PCC form. You can also enter the provider's name–last name followed by a comma then first name.

Examples of ways to enter the provider's name:
- 353
- LH
- HARRIS,LAV
- HARRIS

Note: Only providers who have a provider class code of 53 (CHR) can be entered here.

The next two prompts request the name of the CHR program and the date of service, as shown below.

```
Enter CHR PROGRAM:  TOHONO O'ODHAM    0001096
```

Enter the name or code of the CHR program. This can be found in the top-middle portion of the CHR/PCC form.

```
Enter DATE OF SERVICE:  10/15/96
```

Next, enter the date of service from the bottom-left corner of the form. The date can be entered in several ways.

Examples of ways to enter the date of service:
- 10/15/96
- 10/15
- 10-15
- Oct 15, 1996
- 1015

After you have entered responses for these three prompts, the system will continue to create records for the CHR and DATE entered above. If you need to enter data for a different date or CHR, you **must** return to these prompts and change the default data.

The following screen appears next:

```
UPDATE CHR PCC FORMS    Oct 26, 1996 10:22:49    Page: 1 of  1
Date of Encounter: OCT 15, 1996    Program: TOHONO O'ODHAM
Provider (CHR): HARRIS,LAVINA

No records currently on file for HARRIS,LAVINA on OCT 15, 1996


     Enter ?? for more actions
AD  Add Record       HS  Health Summary    UP  Up a Line
ED  Edit Record      NS  Next Screen       PL  Print List
DS  Display Record   PS  Previous Screen   SL  Search List
DE  Delete Record    DN  Down a Line        Q  Quit
Select Action: AD//
```

Notice again that records are being entered for Lavina Harris for October 15, 1996. If you need to enter visits for a different CHR or Date of Service, quit this screen by typing Q at the prompt and pressing the **<return>** key. Then re-enter the date and CHR.

The top portion of the screen displays the information on the date, program, and provider that you entered at the first three prompts. The middle section displays all existing records that have been entered for this CHR on this date. The bottom portion displays all of the available commands. Each of these commands at the bottom of the screen is described in detail below.

Add a Record

To add a new record, type AD at the prompt and press **<return>**. Since AD is the default command, you can just press **<return>** to select it. The screen below displays for data entry.

```
        ********** E N T E R   C H R   R E C O R D   D A T A **********

DATE OF SERVICE : OCT 15,1996        PROGRAM:    TOHONO O'ODHAM
CHR PROVIDER :  HARRIS,LAVINA
-----------------------------------------------------------------------

ASSESSMENT - PCC PURPOSE OF VISIT (hit return):

ACT LOCATION :              HOSP/CLINIC:

REF TO CHR BY:              REF BY CHR TO:
EVALUATION:

TRAVEL TIME :       # SERVED : 1   TEMP RESIDENCE:

PURPOSE REF:
INSURER:
```

The underlined prompts are required items and must be entered before the form can be filed. The assessment data is required also so you must press **<return>** at the Assessment prompt to enter at least one assessment. You can navigate through the form with the **<return>** key, tab key, or the up and down arrow keys on your keyboard and fill in the appropriate information at each field. If you need help with responding to a prompt, you can type a question mark (?) followed by **<return>** at any prompt to receive some help. The help information will appear at the bottom of the screen. Enter the data items as they appear on the completed CHR/PCC form.

When you press **<return>** to enter assessment data, the following screen will appear:

```
        **********  ASSESSMENT – PCC PURPOSE OF VISIT  **********
                     Enter/Edit Screen
Date of Service : OCT 15,1996        CHR: HARRIS,LAVINA
   <<to edit the narrative/sub related data, hit return at svc mins>>
   -----------------------------------------------------------------
HLTH PROB :                      SVC CODE :           SVC MINS :
HLTH PROB :                      SVC CODE :           SVC MINS :
HLTH PROB :                      SVC CODE :           SVC MINS :
```

This screen is used to capture all CHRIS II activity information that is found in the middle of the CHR/PCC form. Multiple health problems can be entered for each record.

Health Problem. Enter the 2-digit code (for example, DM, HY, WC) to indicate the health problem. Note that if you are entering the same problem twice, it must be entered with quotes (" ") around it the second time it is entered. For example, you enter DM as a problem with a service code of PC, then you want to enter a second DM as a problem with a service code of HE. You must enter the DM on the next line with quotes around it; for example: "DM."

Service Code. Enter the 2-digit service code (for example, CM, MP, EC).

Service Minutes. Enter the number of service minutes. After you have entered this value, the following box will appear for capturing the provider narrative associated with this problem.

```
NARRATIVE:
SUBSTANCE RELATED (Y/N):
```

Narrative. Enter the provider narrative. The narrative is not required.

Substance Related. To indicate whether the health problem was substance-related, enter a Y (yes) or N (no), or press the **<return>** key to leave the data item blank.
After you have entered information in the narrative and substance-related fields as needed, enter the letter C at the command line to close this box and return to the Assessment screen.

When you have entered all of the health problems for the record, exit this screen by first pressing the **<return>** key at the Health Problem prompt, then typing C followed by the **<return>** key. A shortcut to exiting the assessment section is to press the PF1 or F1 key and then type C. You will then be returned to the Data Entry screen (see below) for entering the remaining data items.

```
 ********** E N T E R   C H R   R E C O R D   D A T A **********

DATE OF SERVICE : OCT 15,1996      PROGRAM :     TOHONO O'ODHAM
CHR PROVIDER :  HARRIS,LAVINA
---------------------------------------------------------------------

ASSESSMENT - PCC PURPOSE OF VISIT (hit return):

ACT LOCATION :

REF TO CHR BY:              REF BY CHR TO:
EVALUATION:

TRAVEL TIME :        # SERVED : 1   TEMP RESIDENCE:

PURPOSE REF:
INSURER:
```

The remaining data items on the screen are described below:

ACT Location. Enter the activity location.

Hosp/Clinic. You will see this prompt only if the activity location was a hospital or clinic. Enter the appropriate hospital or clinic name.

Ref to CHR by. Was this patient referred to the CHR by some other professional? If so, enter the name of that person.

Ref by CHR to. Was this patient referred by the CHR to some other professional? If so, enter the name of that person.

Evaluation. Enter the evaluation here.

Travel Time. Enter the number of minutes traveled to perform this activity. If none, enter 0. This field is required.
 # Served. Enter the number of people served during this activity.

Temp Residence. If the patient is living in a temporary residence, enter the location of residence here.

Purpose Ref. If the patient was referred to another professional, enter the purpose of the referral.

Insurer. If the patient has third-party coverage, enter the name of the coverage here.

When you have finished filling in all of the relevant fields, you must save the record and exit the screen. If your cursor is not at the command line, enter the up-hat (^) to get to the command line. Then type E and press **<return>**. You will see the following prompt:

```
Save changes before leaving form (Y/N)?
```

If you are ready to save the data, enter Y (yes); otherwise enter N (no) and you will be returned to the Data Entry screen to edit the data.

HINT: When you have finished entering the data, a quick and easy way to save and exit the form is to press the PF1 or F1 key and then type E.

Once the CHRIS II information has been entered, the screen that displays next requests the patient's name. This screen will appear **only** if one of the activity codes that was entered was a patient-related activity. For example, if you entered Patient Care (PC) as one of the activity codes, then the patient screen would display. If you entered Leave Time (LT) as the service, the patient screen would not appear and you would be finished entering data. If you have entered non-patient-related activities only, you will be returned to the Data Entry screen where you can select the next command. Below is the patient screen that displays for patient-related activities.

```
          ******   P A T I E N T   I N F O R M A T I O N   ******


If this encounter involved a particular patient, please enter the
patient's chart # or name now.  If this is not a single patient
encounter, but a group encounter, simply HIT the RETURN key to continue.

Please enter the patient information now.

Enter PATIENT NAME or CHART #:  101846   SMITH, BOB  M 02-04-58 071730717 SE 101846
    OK? YES// <return>
```

At the prompt, enter the patient's name (last name then first name, separated by a comma) or chart number. You can also enter the patient's social security number or date of birth.

If the patient cannot be found in the Patient Registration database and you would like to capture demographic information for this patient into the CHR database, type "NO" at the next prompt that asks if you would like to try another look-up. You will then be given the opportunity to enter demographic information for the patient as shown on the following screen. Note that demographic data for patients who are already registered can be edited only with the Patient Registration system.

```
Enter PATIENT NAME or CHART #:   BUTCHER,STEPHANIE?
That patient cannot be found in the Registration database   .

Do you want to try to lookup the patient in registration again?    Y//NO

               PATIENT DEMOGRAPHIC INFORMATION

     *******ENTER ALL AVAILABLE PATIENT INFORMATION*******

  HRN #:                         SEX: FEMALE

  NAME: BUTCHER,STEPHANIE        TRIBE: APACHE

  SS #:                          COMMUNITY RESIDENCE:   SELLS

  BIRTHDATE:  03/21/92           FACILITY:
```

Enter all of the information that you know about the patient and then press the PF1 key followed by E to exit the screen.

The next prompt that appears, whether the patient was in the database or just added, allows for the entry of any measurements, tests, or reproductive factors to be entered in the database. Type Y (yes) at the prompt to enter this data; otherwise, type N (no) to conclude the data entry.

If you enter Y to record measurements, tests, or reproductive factors, the following screen displays for entering the information.

```
Any MEASUREMENTS, TESTS or REPRODUCTIVE FACTORS? Y//    <return>


   ***** ENTER MEASUREMENTS/TESTS/REPRODUCTIVE FACTORS *****

Patient Name: SMITH,BOB           CHR: 353999
------------------------------------------------------------------------
** MEASUREMENTS **            ** TESTS **

BP:                   PPD:
WT:
HT:                   BLOOD SUGAR  Date:      Result:
HC:                   THRT CULT    Date:      Result:
                      HCT          Date:      Result:
VU:                   UA           Date:      Result:
VC:

TEMP:               ** REPRODUCTIVE FACTORS **
PULSE:
RESP:                 LMP:        FP Method:
```

To complete this screen, fill in all available values and dates at the corresponding prompts. Then at the command line, type E to exit followed by Y to save the form.

After you have exited the above screen, you will be returned to the initial data entry screen that will display the record that has been entered, as shown below. You can now edit the existing record, display it, or add another record.

```
UPDATE CHR PCC FORMS     Oct 26, 1996 10:22:49     Page: 1 of 1

Date of Encounter: OCT 15, 1996     Program:  TOHONO O'ODHAM
Provider (CHR): HARRIS,LAVINA

# PATIENT NAME       HRN      ASSESSMENT                LOC   TRAVEL

1 SMITH,BOB      SE101846 DM PC  20 DIABETES MELLITU  HOME     20




          Enter ?? for more actions

AD  Add Record        HS  Health Summary    UP  Up a Line
ED  Edit Record       NS  Next Screen       PL  Print List
DS  Display Record    PS  Previous Screen   SL  Search List
DE  Delete Record     DN  Down a Line        Q  Quit
Select Action: AD//
```

Edit Record

Use this option to correct an error or change data in a record. For example, if you entered the travel time as 30 minutes and it was supposed to be 20 minutes, you would use this option to correct that data. To edit a record, type ED at the command line and press **<return>**. Then select the record to be edited at the next prompt.

```
Select Action: AD//  ED  Edit Record
Select CHR ACTIVITY RECORDS: (1 -1): 1
```

First, the entire record will be displayed as shown on the following page.

```
         ********** CONFIDENTIAL PATIENT INFORMATION **********
      ----------------------     CHR RECORD    ----------------------
DATE OF SERVICE: OCT 15, 1996           PROGRAM: TOHONO O'ODHAM
 CHR PROVIDER: HARRIS,LAVINA            PATIENT: SMITH,BOB
 ACTIVITY LOCATION: HOME                TRAVEL TIME: 20
 NUMBER OF CLIENTS SERVED: 1           PCC VISIT: OCT 15, 1996   @12:00
 WHO ENTERED RECORD: BUTCHER,LORI ANN  DATE LAST MODIFIED: OCT 26, 1996
 POSTING DATE: OCT 26, 1996            CHR (AFFL/DISC/CODE): 353LAH
 PROGRAM CODE: 0001096                 FORM #: 3
 SYSTEM OF ORIGIN: HOST                TOTAL SERVICE TIME: 20
 PATIENT NAME: SMITH,BOB               DOB: FEB 4, 1988
 SEX: MALE                             SSN: 071  -73-0717
 TRIBE: TOHONO O'ODHAM NATION          COMMUNITY OF RESIDENCE: TUCSON
 COMMUNITY (FT): TUCSON                CHART FACILITY: SELLS HOSPITAL
 HEALTH RECORD NUMBER: 101846
V FILES CREATED: V PROVIDER            IEN: 132664
V FILES CREATED: V POV                 IEN: 101311
V FILES CREATED: V ACTIVITY TIME       IEN: 464
       ---------------------     CHR POV      ----------------------
PROBLEM CODE: DIABETES MELLITUS         PATIENT: SMITH,BOB
  CHR RECORD: OCT 15, 1996              SERVICE CODE: PATIENT CARE
  SERVICE MINUTES: 20                   NARRATIVE: DIABETES MELLITUS
  SUBSTANCE RELATED: NO
```

After viewing the record, press **<return>** and the following menu will appear:

```
Select one of the following:

    1      Patient Demographic Data
    2      All Other Record Data

EDIT Which Data Item:
```

Indicate which piece of data from the record you would like to edit. If you want to change the patient or modify a piece of a **non-registered** patient's demographic data, choose 1; otherwise, choose 2 to edit any other piece of information on the record.

Choosing 1 results in one of the following dialogs:

If the patient is already registered via the RPMS Patient Registration system, you cannot edit the demographic data; however, you will be given the opportunity to select another patient, as shown below.

```
This is a REGISTERED Patient. You cannot edit any of his demographic
data. You may enter a different patient if this was entered in error.

PATIENT: SMITH,BOB//
```

If the patient was not already registered, the following screen appears:

```
    P A T I E N T   D E M O G R A P H I C   I N F O R M A T I O N

      ****** ENTER ALL AVAILABLE PATIENT INFORMATION *******

   HRN #:                          SEX:FEMALE

   NAME: BUTCHER,STEPHANIE      TRIBE:

   SS#:                            COMMUNITY RESIDENCE: SELLS

   BIRTHDATE:3/20/92             FACILITY:
```

If you need to edit any piece of information, for example, Community of Residence, press the **<return>** key or the tab key until you reach the Community of Residence prompt. Enter the corrected community and press the PF1 key followed by E to save and exit the screen.

Choosing option 2 to edit the other recorded data displays the following screen for editing data:

```
        **********  E D I T   C H R   R E C O R D   D A T A  **********

 Date of Service : OCT 15,1996    Program : TOHONO O'ODHAM
  Temp Residence:                  Provider : HARRIS,LAVINA

       Edit Assessments/POVs?:  [ENTER Y TO EDIT]
          Activity Location : HOME
        Hospital/Clinic Name:
          Referred to CHR by:
          Referred by CHR to:
                 Evaluation:
                 Travel Time : 20      # Served : 1
       Purpose of Referral:
                    Insurer:
  Edit Measurements/Tests/Reprod?:  [ENTER Y TO EDIT]
```

You can navigate around the screen using the **<return>** or tab keys and edit any data item. To edit an already existing data item, simply type the new value at the corresponding prompt. If you want to delete a value from a field, type the at sign (@) at the field prompt. Caution: Do not delete required field values.

To change the assessments and purpose of visit, type a Y at the corresponding prompt to display the following screen for modifying that data.

```
        **********  ASSESSMENT - PCC PURPOSE OF VISIT  **********
                    Enter/Edit Screen
Date of Service : OCT 15,1996        CHR: HARRIS,LAVINA
   <<to edit the narrative/sub related data, hit return at svc mins>>
--------------------------------------------------------------------
HLTH PROB :                      SVC CODE :           SVC MINS :
HLTH PROB :                      SVC CODE :           SVC MINS :
HLTH PROB :                      SVC CODE :           SVC MINS :
```

If you want to edit measurements, tests, and reproductive factors, enter Y at the corresponding prompt to display the following screen for modifying data.

```
        ******* EDIT MEASUREMENTS/TEST/REPRODUCTIVE FACTORS *******

** MEASUREMENTS **           ** TESTS**

BP:                    PPD:
WT:
HT:                    BLOOD SUGAR  Date:       Result:
HC:                    THRT CULT    Date:       Result:
                       HCT          Date:       Result:
VU:                    UA           Date:       Result:
VC:


TEMP:                  ** REPRODUCTIVE FACTORS **
PULSE:
RESP:                  LMP:         FP Method:
```

After you have finished editing the measurements and test data, press the PF1 key followed by C to close this window.

When you have finished editing all of the data, enter PF1 followed by E to exit and save your changes.

Display a Record

From the main data entry screen, you can display a record. To do so, type DS at the action prompt and then press the **<return>** key. You will then select the record you want to view and choose the display format. A sample is shown on the following page.

```
Select Action: AD// DS  Display Record
Select CHR ACTIVITY RECORDS: (1 -3): 1

   Select one of the following:
   C      CHR PCC Form Format
   S      Standard Display

Select Print Format: C//
```

CHR PCC Form Format Display

```
           ********** CONFIDENTIAL PATIENT INFORMATION **********
                            CHR PCC FORM
               *** Computer Generated Encounter Record ***
***********************************************************************
  Date of Service: OCT 15, 1996
  Temporary Residence:
               Program Code: 0001096
               Provider (CHR): HARRIS,LAVINA
_____
SUBJECTIVE INFORMATION (includes patient's complaint)       BP
                                                            WT
                                                            HT
_____
OBJECTIVE DATA         Temp   Pulse   Resp                  HC
                                                            VU
                                                            VC
_____
 ASSESSMENT  - PCC Purpose of Visit
 Hlth Prob  Svc Svc          Narrative                Sub
    Code    Code Mins                                 Rel   Tests
_____
   DM        PC   20    DIABETES MELLITUS                   PPD
                                                            BS
                                                            T/C
_____
 Plans/Treatments/Education/Medications                     HCT
                                                             UA
                                                 Reproductive Factors
                                                 LMP
                                                 FP
_____
 Activity Location: HOME
 Referred to CHR by:                   Referred by CHR to:
 Evaluation:
 Travel Time: 20                       Number Served: 1
_____
 HR#: 101846                   SEX: MALE
 NAME: SMITH,BOB               Tribe: TOHONO O'ODHAM NATION OF ARIZONA
 SSN: 071730717               RESIDENCE: LITTLE TUCSON
 DOB: FEB 04, 1958            FACILITY: SELLS HOSPITAL/CLINIC
 PURPOSE OF REFERRAL:
 INSURER:
                               CHR SIGNATURE:
 ********************************************************************
```

Standard Display

```
          ********** CONFIDENTIAL PATIENT INFORMATION **********
          ----------------------   CHR RECORD   ------------------------
DATE OF SERVICE: OCT 15, 1996          PROGRAM: TOHONO O'ODHAM
 CHR PROVIDER: HARRIS,LAVINA           PATIENT: SMITH,BOB
 ACTIVITY LOCATION: HOME               TRAVEL TIME: 20
 NUMBER OF CLIENTS SERVED: 1           PCC VISIT: OCT 15, 1996@12:00
 WHO ENTERED RECORD: BUTCHER,LORI ANN  DATE LAST MODIFIED: OCT 26, 1996
 POSTING DATE: OCT 26, 1996            CHR (AFFL/DISC/CODE): 353LAH
 PROGRAM CODE: 0001096                 FORM #: 3
 SYSTEM OF ORIGIN: HOST                TOTAL SERVICE TIME: 20
 PATIENT NAME: SMITH,BOB               DOB: FEB 4, 1958
 SEX: MALE                             SSN: 071  -73-0717
 TRIBE: TOHONO O'ODHAM NATION          COMMUNITY OF RESIDENCE: TUCSON
 COMMUNITY (FT): TUCSON                CHART FACILITY: SELLS HOSPITAL
HEALTH RECORD NUMBER: 101846
V FILES CREATED: V PROVIDER            IEN: 132664
V FILES CREATED: V POV                 IEN: 101311
V FILES CREATED: V ACTIVITY TIME       IEN: 464
          ----------------------   CHR POV    --------------------------
PROBLEM CODE: DIABETES MELLITUS     PATIENT: SMITH,BOB
  CHR RECORD: OCT 15, 1996          SERVICE CODE: PATIENT CARE
  SERVICE MINUTES: 20               NARRATIVE: DIABETES MELLITUS
  SUBSTANCE RELATED: NO
```

Delete a Record

To delete a record, type DE at the action line on the main data entry screen and then press the **<return>** key. Select the record you want deleted. **Remember that once a record has been deleted, it is erased from the system forever.**

```
Select Action: AD//  DE  Delete Record
Select CHR ACTIVITY RECORDS: (1 -3): 1 (Choose the record for deletion)
```

First, the record will display so you can check to ensure that it is the record you want to delete.

```
          ********** CONFIDENTIAL PATIENT INFORMATION **********
----------------------        CHR RECORD     ----------------------
DATE OF SERVICE: OCT 15, 1996          PROGRAM: TOHONO O'ODHAM
 CHR PROVIDER: HARRIS,LAVINA           PATIENT: SMITH,BOB
 ACTIVITY LOCATION: HOME               TRAVEL TIME: 20
 NUMBER OF CLIENTS SERVED: 1           PCC VISIT: OCT 15, 1996@12:00
 WHO ENTERED RECORD: BUTCHER,LORI ANN  DATE LAST MODIFIED: OCT 26, 1996
 POSTING DATE: OCT 26, 1996            CHR (AFFL/DISC/CODE): 353LAH
 PROGRAM CODE: 0001096                 FORM #: 3
 SYSTEM OF ORIGIN: HOST                TOTAL SERVICE TIME: 20
 PATIENT NAME: SMITH,BOB               DOB: FEB 4, 1958
 SEX: MALE                             SSN: 071  -73-0717
 TRIBE: TOHONO O'ODHAM NATION          COMMUNITY OF RESIDENCE: TUCSON
 COMMUNITY (FT): TUCSON                CHART FACILITY: SELLS HOSPITAL
HEALTH RECORD NUMBER: 101846
V FILES CREATED: V PROVIDER            IEN: 132664
V FILES CREATED: V POV                 IEN: 101311
V FILES CREATED: V ACTIVITY TIME       IEN: 464
          --------------------        CHR POV      -----------------------
PROBLEM CODE: DIABETES MELLITUS     PATIENT: SMITH,BOB
 CHR RECORD: OCT 15, 1996              SERVICE CODE: PATIENT CARE
 SERVICE MINUTES: 20                   NARRATIVE: DIABETES MELLITUS
```

Press **<return>** at the end of the record display. A confirming message will then appear as follows:

```
Are you sure you want to DELETE this record? N//
```

You must enter a Y (yes) or N (no) at the prompt to make your choice. A final message will display confirming your choice.

Additional Data Entry Actions

From the main data entry screen, the following additional actions are available. To use any of these options, enter the corresponding mnemonic at the action line prompt.

Health Summary

This option displays a PCC health summary for a patient. Please refer to the Health Summary User's Guide for more detailed information.

Next Screen

Use this command to view the next full screen of data.

Previous Screen

Use this command to view the previous full screen of data.

Down a Line

This command moves the cursor down one line in the list.

Up a Line

This command moves the cursor up one line in the list.

Print List

Use this command to print the list in the list box.

Search List

The Search List command allows you to search the list in the list box for a character string that you specify.

Quit

Use this command to quit entering records for the CHR and date that you specified.

Help

Enter a ? or ?? at any prompt to see help screens. You will notice on the help screens that there are many more commands available to you. They include:

FS   First Screen (go to top of list)   RD   Redisplay Screen
LS   Last Screen (go to bottom of list)   PS   Print Screen
GO Go to Page (go to page you specify)

Display CHR Record

Use this option to display a CHR Record in detail. You will be asked to enter the date of service and the CHR, if known.

```
Enter DATE OF SERVICE:  1015 (OCT 15, 1996)
Enter CHR (if known):  <RETURN>
```

A list of records that match the criteria you entered will then display. Select the record you want displayed by entering the record number at the prompt, as shown below.

```
--------------------------------------------------------------------------
CHR records for OCT 15, 1996   CHR (Provider): HARRIS,LAVINA
--------------------------------------------------------------------------
#  CHR/PROVIDER    HP SC MIN NARRATIVE            LOC    PATIENT NAME
--------------------------------------------------------------------------
1  HARRIS,LAVINA   DM PC  35 CLEANED AND WRAP   HOME   MARTIN,JAMIE
2  HARRIS,LAVINA   DM PC  30 CLEANED AND WRAP   HOME   SMITH,BOB
3  HARRIS,LAVINA   DM PC  20 DIABETES MELLITU   HOME   SMITH,BOB

Select record: (1 -3): 3
```

You will then select the type of format for displaying the record: CHR PCC Form format or standard display. These formats are shown on pages 16 to 17.

Display Patient's Last CHR Visit

Use this option to view a detailed display of a patient's last CHR visit. You will enter the patient's name and then choose the standard format or CHR/PCC Form format for display. Samples of these displays are included on pages 16 to 17.

List CHR Records, Standard Output

This option produces a list of CHR records that match the criteria that you specify. See the List Records report options in Chapter 2 for instructions on using this option.

Print CHR Forms (Hard Copy)

This option allows CHR/PCC Forms to be printed. If the CHR program maintains hard copy charts, this option can be used for printing a CHR/PCC Form to file in the chart. You will enter a beginning and ending service date and, if desired, the name of the CHR. If you do not enter the name of a CHR, forms for all records within the date range you specify will print.

2 The Reports Menu

The Reports menu provides many options for producing a wide variety of both predefined and custom reports. These reports are designed to assist with managing CHR programs and providing quality patient care.

To access the Reports menu, type RPTS at the main menu prompt and press the **<return>** key. You will then see the following menu screen:

```
     ***********************************************
     **        RPMS CHR/PCC REPORTING SYSTEM     **
     **                  Reports                 **
     ***********************************************
                    SELLS HOSPITAL/CLINIC
                        Version 1.0

      WL     Workload/Activity Reports
      CHRS   CHRIS II Report s
      TABL   Print Standard CHR Tables
```

The report options are divided into the three main groups that are shown above. This chapter contains detailed instructions on using all the report options and provides a sample of each.

Workload/Activity Reports

This group of reports provides information on CHR activities. Two custom report options (GEN and LIST) are available from this group that allow you to screen visits for only those of interest to you. The other report options are predefined reports that print CHR data based upon certain parameters that you enter, such as date of service.

The report options available from the Workload/Activity Reports group are shown on the menu below.

```
       *******************************************
       **      RPMS CHR/PCC REPORTING SYSTEM     **
       **          Activity Workload Reports     **
       *******************************************
                   SELLS HOSPITAL/CLINIC
                         Version 1.0


 GEN    List CHR Records, GENERAL RETRIEVAL Output
 LIST   List CHR Records, STANDARD Output
 ACT1   Activity Tally by Program, Setting, and CHR
 ACT2   Activity Tally by Program, Setting, CHR, Problem
 ACT3   Activity Record Counts
 FACT   Frequency of Activities
 FPRB   Frequency of Problems (CHR)
 FCAT   Frequency of Problems by Problem Category
```

GEN   List CHR Records, GENERAL RETRIEVAL Output

This report produces a list of records within a specified date range based on various criteria you select. The report output is extremely flexible and provides several options. You will identify selection criteria, select the report output type, specify the items to print for each record (if you have chosen a list-type output), and indicate how the report output is sorted.

Identifying the Selection Criteria

After selecting the GEN report option, you will be prompted to indicate whether you want to use a predefined search template or enter a date range for screening records in the database. If you are using a search template, you will be prompted to enter the template name. You will then select the report type and continue the report-generation process according to these directions.

If you are entering a date range, you will be prompted for a beginning and ending date of service. Next, you will indicate whether you want to use a previously defined report or create a new report. The GEN report option allows you to save report logic used during previous retrievals (Detailed Patient Listing only) to use later so that you do not have to keep re-creating a report that you will generate many times. If you are creating a new report, answer No to this prompt. Answer Yes if you will be using a previously defined report. If you respond Yes, the predefined report will be generated automatically. If you respond No, you will be presented with the following selection criteria for screening records in the database.

Selection Criteria

1) Patient Sex	14) Activity Location	27) Blood Pressure Taken
2) Patient DOB	15) Hospital/Clinic Name	28) Weight Taken
3) Patient Age	16) Referred to CHR by	29) Height Taken
4) Chart Facility	17) Referred by CHR to	30) Head Circ. Taken
5) Patient Community	18) Evaluation	31) Vision Uncorrected Done
6) Patient Tribe	19) Travel Time	32) Vision Corrected Taken
7) Eligibility Status	20) Number Served	33) Temperature Taken
8) Classification/Benefic	21) Prim Health Prob (Code)	34) Pulse Taken
9) Medicare Eligibility	22) Health Problem Code	35) Respiration Taken
10) Medicaid Eligibility	23) Primary Service Code	36) PPD Reading Done
11) Private Ins Eligibility	24) Service Code	37) Insurer Recorded
12) Designated Provider	25) Service Minutes	
13) CHR (Provider)	26) Substance-Related	

You can select CHR records based on any combination of the variables in this list. At the prompt, enter a list or a range of numbers to make your choice; for example, 1-4,5,7,20. You will then be prompted to define the specific parameters of interest within these categories, as applicable. For instance, if you selected Age you would be prompted to enter the age range of interest. To include all records, press **<return>** at the selection prompt.

Selecting the Report Output Type

Next you will be prompted to select the type of report output. Select one of the following types by typing the corresponding letter at the prompt. Each of these output types are described below.

    T   Total Count Only
    S   Sub-Counts and Total Count
    D   Detailed Record Listing

Total Count Only. This report counts the number of records that match your selection criteria. Only the total number of matching records will print. After you have selected this report type, your next step will be to select the sort variable.

Sub-Counts and Total Count. If you select this output type, the total number of matching records will print and the records will be subtotaled by the categories within the sort variable that you chose. For instance, if you selected Sex as the sort variable, subtotals for males and females would print in addition to the total number of records. After you have selected this report type, your next step will be to select the sort variable.

Detailed Record Listing. The Detailed Record Listing allows you to select the specific data items to print as well as the sort variable. Follow the instructions for specifying the print items and selecting the sort variable. After you have made your selections, you will have the option of saving the report logic. Enter a name for the report at the prompt.

Specifying Print Items

If you have selected the Detailed Record Listing, the following menu will display your choices for data items to print in the report. You can use up to 132 characters, but only if you have a printer capable of producing 132 character lines. Otherwise, you will need to limit your report to 80 characters. Choose the data items in the order you want them printed. Enter a list or range of numbers at the prompt as you did with the selection criteria.

Print Item Menu

1) Patient Name	19) Date of Service	37) Service Minutes
2) Patient Chart #	20) CHR (Provider)	38) Substance-Related
3) Patient SSN	21) Activity Location	39) Blood Pressure Taken
4) Patient Sex	22) Hospital/Clinic name	40) Blood Pressure Value
5) Patient DOB	23) Referred to CHR by	41) Weight Value
6) Patient Age	24) Referred by CHR to	42) Height
7) Mailing Address-Street	25) Evaluation	43) Head Circumference
8) Mailing Address-City	26) Travel Time	44) Vision Uncorrected
9) Home Phone	27) Number Served	45) Vision Corrected
10) Mother's Name	28) Prim Health Prob (Code)	46) Temperature
11) Patient Community	29) Prim Health Prob (Desc)	47) Pulse
12) Patient Tribe	30) Provider Narrative	48) Respiration
13) Eligibility Status	31) Health Problem Code	49) PPD Reading
14) Class/Beneficiary	32) Health Problem (Desc)	50) Blood Sugar Result
15) Medicare Eligibility	33) Primary Service Code	51) Throat Cult Result
16) Medicaid Eligibility	34) Primary Service (Desc)	52) Hematocrit Result
17) Priv Ins Eligibility	35) Service Code	53) UA Result
18) Designated Provider	36) Service (Desc)	54) Insurer Recorded

All of the items you selected will then be presented, along with a suggested column width. You may enter a column width other than the default value, if desired.

Selecting the Sort Variable

If you selected the Detailed Patient Listing or the Sub-Counts and Total Counts report, you will be prompted to choose a variable for sorting the data. Select any one of the following items by typing its corresponding number at the prompt. If you do not select an item, the report will be sorted by date.

Sort Criteria

1) Patient Name	12) Activity Location	23) Height Taken
2) Patient Sex	13) Hospital/Clinic name	24) PPD Reading Done
3) Patient Age	14) Referred to CHR by	25) Head Circumference Taken
4) Patient Community	15) Referred by CHR to	26) Vision Uncorrected Done
5) Patient Tribe	16) Evaluation	27) Vision Corrected Taken
6) Patient Chart #	17) Travel Time	28) Temperature Taken
7) Designated Provider	18) Number Served	29) Pulse Taken
8) Classification/Benefic	19) Prim Health Prob (Code)	30) Respiration Taken
9) Eligibility Status	20) Primary Service Code	31) Blood Sugar Done
10) Patient DOB	21) Blood Pressure Taken	32) Date of Service
11) CHR (Provider)	22) Weight Taken	33) Insurer Recorded

Report Output

Each report includes a cover page that details the selection criteria, print items, and sort criteria, as applicable. A sample report is shown below.

```
    RPMS/CHR -PCC CHR RECORD LISTING

 REPORT REQUESTED BY: BUTCHER,LORI ANN

 The following report contains a CHR Record report based on the
 following criteria:

 VISIT Selection Criteria

    Date of Service range: JUN 01, 1995 to MAY 30, 1996

    CHR (Provider): CHR,TRIBAL
    Activity Location: HOME

 PRINT Field Selection
    Patient Name (20)
    Patient DOB (12)
    Date of Service (10)
    CHR (Provider) (10)
    Travel Time (10)
    Prim Hlth Prob (Code) (5)

         TOTAL column width: 67

    Records will be sorted by: Patient Community
```

```
          ********** CONFIDENTIAL PATIENT INFORMATION **********
                        CHR ENCOUNTER LISTING          Page 1
                 Record Dates: JUN 01, 1995 and MAY 30, 1996

 PATIENT NAME       DOB            DATE      CHR (PROVI  TRAVEL TIM HEALT
 ----------------------------------------------------------------------

 APOCHEIT,VERA      DEC 30, 1967 JUN 02, 96 CHR,TRIBAL 10          DM
 SMITH,TAMMY        MAR 31, 1945 DEC 28, 95 CHR,TRIBAL 20          HA
 SMITH,MARY         FEB 28, 1982 JAN 02, 96 CHR,TRIBAL 20          DM
 ADAMS,ROSE         APR 05, 1923 JAN 17, 96 CHR,TRIBAL 45          AG
 BUTCHER,STEPHANIE  NOV 28, 1975 MAY 15, 96 CHR,TRIBAL 20          DM
 BURR,JOANNE        JAN 01, 1920 MAY 13, 96 CHR,TRIBAL 20          HA
 ADAMS,ROSEANNE     JAN 17, 1948 JUN 01, 96 CHR,TRIBAL 10          HY
 ADAMS,ROSEANNE     JAN 17, 1948 JUN 01, 96 CHR,TRIBAL 10          OH
 ADAMS,ROSEANNE     JAN 17, 1948 JUN 01, 96 CHR,TRIBAL 10          ON
 ADAMS,ROSEANNE     JAN 17, 1948 JUN 05, 96 CHR,TRIBAL 10          PQ
 ADAMS,ROSEANNE     JAN 17, 1948 JUN 05, 96 CHR,TRIBAL 10          AC
 ADAMS,ROSEANNE     JAN 17, 1948 JUN 06, 96 CHR,TRIBAL 15          DM
 RUN TIME (H.M.S): 0.0.6
 End of report. HIT RETURN:
```

LIST   List CHR Records, STANDARD Output

This report produces a list of records within a specified date range based on various criteria you select. The report output is either a brief or detailed list of records.

You will first be prompted to enter a beginning date of service and then an ending date of service. Type in the dates that correspond to the time period of interest to you.

Next you will be able to select the specific records to include in the report. You can screen records based on any of the following items that appear on the selection menu below. At the prompt, enter a list or a range of numbers to make your choice; for example, 1-4,5,20 or 10,12,20,30. You will then be prompted to define the specific parameters of interest within these categories, as applicable. For instance, if you selected Age you would be prompted to enter the age range of interest. To include all records, press **<return>** at the prompt.

Selection Criteria

1) Patient Sex	14) Activity Location	27) Blood Pressure Taken
2) Patient DOB	15) Hospital/Clinic NAME	28) Weight Taken
3) Patient Age	16) Referred to CHR by	29) Height Taken
4) Chart Facility	17) Referred by CHR to	30) Head Circumference Taken
5) Patient Community	18) Evaluation	31) Vision Uncorrected Done
6) Patient Tribe	19) Travel Time	32) Vision Corrected Taken
7) Eligibility Status	20) Number Served	33) Temperature Taken
8) Classification/Benefic	21) Prim Health Prob (Code)	34) Pulse Taken
9) Medicare Eligibility	22) Health Problem Code	35) Respiration Taken
10) Medicaid Eligibility	23) Primary Service Code	36) PPD Reading Done
11) Private Ins Eligibility	24) Service Code	37) Insurer Recorded
12) Designated Provider	25) Service Minutes	
13) CHR (Provider)	26) Substance-Related	

After you have selected the records to include in the report, you will indicate the type of output you want from the following choices. Enter the corresponding letter at the prompt.
    D   Detailed (132 column print)
    B   Standard Brief (80 column print)

Note that you must have a printer capable of producing 132 character lines to print the detailed report.

The final step requires you to choose a sort variable for the data. Select any one of the following items by entering its number at the prompt. If you do not make a selection, the records will be sorted by date.

Sort Criteria

1) Patient Name	12) Activity Location	23) Height Taken
2) Patient Sex	13) Hospital/Clinic name	24) PPD Reading Done
3) Patient Age	14) Referred to CHR by	25) Head Circumference Taken
4) Patient Community	15) Referred by CHR to	26) Vision Uncorrected Done
5) Patient Tribe	16) Evaluation	27) Vision Corrected Taken
6) Patient Chart #	17) Travel Time	28) Temperature Taken
7) Designated Provider	18) Number Served	29) Pulse Taken
8) Classification/Benefic	19) Prim Health Prob (Code)	30) Respiration Taken
9) Eligibility Status	20) Primary Service Code	31) Blood Sugar Done
10) Patient DOB	21) Blood Pressure Taken	32) Date of Service
11) CHR (Provider)	22) Weight Taken	33) Insurer Recorded

A cover page will always print as the first page of the report. It provides a summary of the selection and sort criteria. A sample cover page and a standard brief report are shown here.

```
                 CHR RECORD LISTING

REPORT REQUESTED BY: BUTCHER,LORI ANN

The following visit listing contains CHR records selected based on the
following criteria:

               RECORD SELECTION CRITERIA

Date of Service range: JAN 01, 1996 to MAY 30, 1996

Report Type: STANDARD BRIEF
```

```
          ********** CONFIDENTIAL PATIENT INFORMATION **********
                    SELLS HOSPITAL/CLINIC          Page 1
                      CHR RECORD LISTING
                Record Dates: JAN 01, 1996 and MAY 30, 1996
 =============================================================================
  DATE    PROGRAM CHR PATIENT NAME     LOC   ASSESSMENTS    - POVS
 -----------------------------------------------------------------------------
 01/02/96 0001096 CHR SMITH,BOB        HOME  DM PC 20 DIABETES MELLITUS
 02/08/96 0001096 LAB LOPEZ,ALAN       HOME  DM PC 20 DIABETES MELLITUS
 05/13/96 0001096 CHR STEWART,MARTHA   HOME  HA HE 20 HEARING AIDS:HEA
 03/04/96 0001096 CHR ADAMS,ROSE       HOME  DM PC 30 MONITOR PT'S DM
```

ACT1   Activity Tally by Program, Setting and CHR

This report prints a tally of activities by program, setting, and CHR. You will enter a beginning and ending date of service for selecting the CHR records. A sample report is shown below for the service dates June 1-30, 1996.

```
            ********** CONFIDENTIAL PATIENT INFORMATION **********
                         CHR/PCC ACTIVITY REPORT
                                         OCT 16, 1996 Page 1
                  REPORT DATES: JUN 01, 1996 TO JUN 30, 1996


                                       # RECS    ACT TIME
   ----------------------------------------------------------------------------
 PROGRAM: WHITE MOUNTAIN APACHE (6071233)
      ACTIVITY LOCATION: CHR OFFICE
          PROVIDER: BUTCHER,SAMPLE
            ADMINISTRATION/MANAGEMENT (AM               8      2640
            HEALTH EDUCATION (HE)                       1       240
            OBTAIN TRAINING (OT)                        6      1320
                                                  =======   =======
          PROVIDER TOTAL:                             15      4200

          PROVIDER: CHR,TRIBAL
            PATIENT CARE (PC)                          23      3015
            HEALTH EDUCATION (HE)                       2        30
            OBTAIN TRAINING (OT)                        1        30
            OTHER PATIENT SERVICE (OP)                 12       782

                                                  =======   =======
          PROVIDER TOTAL:                             38      3857

          PROVIDER: SMITH,JANE
            PATIENT CARE (PC)                           1       180
            OTHER PATIENT SERVICE (OP)                  1        45
                                                  =======   =======
          PROVIDER TOTAL:                              2       225
```

ACT2   Activity Tally by Program, Setting , CHR and Problem

This report prints a tally of activities by program, setting, CHR, and problem. You will enter a beginning and ending date of service for selecting the CHR records. A sample report is shown below for the service dates June 1-30, 1996.

```
          ********** CONFIDENTIAL PATIENT INFORMATION **********
                         OCT 16, 1996                      Page 1
                    ACTIVITY REPORT BY HEALTH PROBLEM
                  REPORT DATES: JUN 01, 1996 TO JUN 30, 1996


                                               # RECS   ACT TIME
 -------------------------------------------------------------------------
 PROGRAM: WHITE MOUNTAIN APACHE (6071233)
   ACTIVITY LOCATION: CHR OFFICE
      CHR: BUTCHER,SAMPLE
         ACTIVITY: ADMINISTRATION/MANAGEMENT (A)
           PROBLEM: DIABETES MELLITUS (DM)                 8       2640
                                                       =======   =======
         ACTIVITY TOTAL:                                   8       2640

         ACTIVITY: HEALTH EDUCATION (HE)
           PROBLEM: DIABETES MELLITUS (DM)                 1        240
                                                       =======   =======
         ACTIVITY TOTAL:                                   1        240

 ACTIVITY: OBTAIN TRAINING (OT)
           PROBLEM: DIABETES MELLITUS (DM)                 6       1320
                                                       =======   =======
         ACTIVITY TOTAL:                                   6       1320

                                                       =======   =======
      PROVIDER TOTAL:                                     15       4200

      CHR: CHR,TRIBAL
         ACTIVITY: ADMINISTRATION/MANAGEMENT (A)
           PROBLEM: DIABETES MELLITUS (DM)                 1         90
           PROBLEM: NO PROBLEM ENTERED (  --)              2        960
           PROBLEM: OTHER HP/DP (OH)                      20       1965
```

ACT3   Activity Record Counts

This report counts activity records for the item and date range that you specify. You have the option of selecting the records that will be included in the tabulation; for example, you can choose to tally activity time by problem code for only those activities that took place in the home.

First, you will be presented with the following list. Select one of the items for calculating activity time and record counts. Enter the item number at the prompt.
     1) CHR
     2) Program
     3) Date of Encounter
     4) POV/Problem (Problem Code)
     5) Problem/POV (Problem Category)
     6) Activity Location
     7) Activity Code
     8) Patient Community of Residence

You will then be prompted to enter a beginning and ending date of service to specify the period of interest to you.

Next, you will select the records to be included in the report. You can select records based on any of the following criteria. At the prompt, enter a list or range of numbers to indicate your selection; for example, 1-4,5,20 or 10,12,20,30. If you want to include all records in your report, press **<return>** to bypass the selection prompt.

Selection Criteria

1) Patient Sex	14) Activity Location	26) Substance-Related
2) Patient DOB	15) Hospital/Clinic Name	27) Blood Pressure Taken
3) Patient Age	16) Referred to CHR by	28) Weight Taken
4) Chart Facility	17) Referred by CHR to	29) Height Taken
5) Patient Community	18) Evaluation	30) Head Circumference Taken
6) Patient Tribe	19) Travel Time	31) Vision Uncorrected on
7) Eligibility Status	20) Number Served	32) Vision Corrected Taken
8) Classification/Benefic	21) Prim Health Prob (Code)	33) Temperature Taken
9) Medicare Eligibility	22) Health Problem Code	34) Pulse Taken
10) Medicaid Eligibility	23) Primary Service Code	35) Respiration Taken
11) Private Ins Elig	24) Service Code	36) PPD Reading Done
12) Designated Provider	25) Service Minutes	37) Insurer Recorded
13) CHR (Provider)		

The following sample report calculates activity time by activity location and includes all
records within the June 1-30, 1996 date range.

```
 Report Type: RECORD COUNTS/ACTIVITY TIME TOTALS


                                              OCT 16, 1996 Page 1
                     RECORD DATES: JUN 01, 1996 TO JUN 30, 1996
                     NUMBER OF ACTIVITY RECORDS BY ACTIVITY LOCATION

 ACTIVITY LOCATION      LOCATION CODE   # RECS  # CONTS  ACTIVITY TIME
 ---------------------------------------------------------------------
 CHR OFFICE             CH                397     100       948.8
 COMMUNITY              CM                961    1612       852.9
 HOME                   HM                224     286       169.4
 HOSPITAL/CLINIC        HC                184     239       164.1
 NONE ENTERED           --                  7       0         4.0
 NOT AVAILABLE          --                 61       9       320.3
 RADIO/TELEPHONE        RT                  8       4         5.4
                                       --------  --------  --------
                 Totals:                 1842    2250      2464.9

 RUN TIME (H.M.S): 0.0.15
 End of report. HIT RETURN:
```

FACT   Frequency of Activities

The Frequency of Activities report produces a list of the top N activity codes for CHR visits. You will specify the number of activity codes and the visits to include in the report.

You will first enter a beginning and ending date of service to specify the period of interest to you.

Next, you will select the records to be included in the report. You can select records based on any of the following criteria. At the prompt, enter a list or range of numbers to indicate your selection; for example, 1-4,5,20 or 10,12,20,30. If you want to include all records in your report, press **<return>** to bypass the selection prompt.

Selection Criteria

1) Patient Sex	14) Activity Location	26) Substance-Related
2) Patient DOB	15) Hospital/Clinic Name	27) Blood Pressure Taken
3) Patient Age	16) Referred to CHR by	28) Weight Taken
4) Chart Facility	17) Referred by CHR to	29) Height Taken
5) Patient Community	18) Evaluation	30) Head Circumference Taken
6) Patient Tribe	19) Travel Time	31) Vision Uncorrected on
7) Eligibility Status	20) Number Served	32) Vision Corrected Taken
8) Classification/Benefic	21) Prim Health Prob (Code)	33) Temperature Taken
9) Medicare Eligibility	22) Health Problem Code	34) Pulse Taken
10) Medicaid Eligibility	23) Primary Service Code	35) Respiration Taken
11) Private Ins Elig	24) Service Code	36) PPD Reading Done
12) Designated Provider	25) Service Minutes	37) Insurer Recorded
13) CHR (Provider)		

You will then be prompted to indicate the type of report output desired. Select one of the following:
   L   List of items with counts
   B   Bar chart (132 col)

Type L or B at the prompt to indicate your choice. Note that you must have a printer capable of producing 132 character lines if you want to print the bar chart.

Finally, you will need to specify the number of items that will appear in the list or bar chart. For instance, you would type 10 at the prompt if you wanted the report to include only the top 10 activities.

The following sample reports show the list and bar chart outputs. The reports include the top 10 activity codes from June 1-30, 1996 for all visits.

List Format

```
OCT 16, 1996                                                         Page 1
                           SELLS HOSPITAL/CLINIC


TOP 10 Activity Code's.
DATES: JUN 01, 1996 TO JUN 30, 1996

No.  ACTIVITY TYPE          ACTIVITY CODE  # RECS  ACT TIME (MINS)
----------------------------------------------------------------------------
1.   OTHER PATIENT SERVICE     OP            506         32426
2.   TRANSPORT PATIENT         TP            293          9625
3.   ADMINISTRATION/MANAGEMENT AM            134         21985
4.   HEALTH EDUCATION          HE            117         15315
5.   MONITOR PATIENT           MP            111          5257
6.   CASE FINDING/SCREENING    CF             68          2282
7.   LEAVE TIME                LT             62         20175
8.   PATIENT CARE              PC             32           825
9.   OBTAIN TRAINING           OT             31          5245
10.  CASE MANAGEMENT           CM             17           880


RUN TIME (H.M.S): 0.0.12
End of report. HIT RETURN:
```

Bar Chart Format

```
   OCT 16, 1996                                                      Page 1
                           SELLS HOSPITAL/CLINIC


TOP 10 Activity Code's.
DATES: JUN 01, 1996 TO JUN 30, 1996

ACTIVITY TYPE
--------------------------------------------------------------------------------
OTHER PATIENT SER  (OP) |********************************************** 506
TRANSPORT PATIENT (TP)  |************************* 293
ADMINISTRATION/MA (AM)  |************** 134
HEALTH EDUCATION  (HE)  |************ 117
MONITOR PATIENT  (MP)   |************ 111
CASE FINDING/SCRE (CF)  |******* 68
LEAVE TIME     (LT)     |******* 62
PATIENT CARE    (PC)    |**** 32
OBTAIN TRAINING  (OT)   |**** 31
CASE MANAGEMENT   (CM)  |** 17
 |_____|_____|_____|_____|_____|__

                 0        100      200      300      400      500
RUN TIME (H.M.S): 0.0.13
End of report. HIT RETURN:
```

FPRB   Frequency of Problems (CHR)

This report produces a list of the top N POVs/Problems for the CHR visits that you select. You have the option of including only primary POVs or all POVs. Also, you can choose to have the results printed in a list format or as a bar chart.

Begin by entering a beginning and ending date of service for the time period of interest.

Next, you will select the records to be included in the report. You can select records based on any of the following criteria. At the prompt, enter a list or range of numbers to indicate your selection; for example, 1-4,5,20 or 10,12,20,30. If you want to include all records in your report, press **<return>** to bypass the selection prompt.

Selection Criteria

1) Patient Sex	14) Activity Location	26) Substance-Related
2) Patient DOB	15) Hospital/Clinic Name	27) Blood Pressure Taken
3) Patient Age	16) Referred to CHR by	28) Weight Taken
4) Chart Facility	17) Referred by CHR to	29) Height Taken
5) Patient Community	18) Evaluation	30) Head Circumference Taken
6) Patient Tribe	19) Travel Time	31) Vision Uncorrected on
7) Eligibility Status	20) Number Served	32) Vision Corrected Taken
8) Classification/Benefic	21) Prim Health Prob (Code)	33) Temperature Taken
9) Medicare Eligibility	22) Health Problem Code	34) Pulse Taken
10) Medicaid Eligibility	23) Primary Service Code	35) Respiration Taken
11) Private Ins Elig	24) Service Code	36) PPD Reading Done
12) Designated Provider	25) Service Minutes	37) Insurer Recorded
13) CHR (Provider)		

You will then need to select whether you want only primary POVs printed in the report or all POVs. Select one of the following by entering the corresponding letter at the prompt:
    P   Primary POVs only
    S   Primary and secondary POVs

After you have made your selection, you will be prompted to indicate the type of report output desired. Select one of the following:
    L   List of items with counts
    B   Bar chart (132 col)

Type L or B at the prompt to indicate your choice. Note that you must have a printer capable of producing 132 character lines if you want to print the bar chart.

Finally, you will need to specify the number of items that will appear in the list or bar chart. For instance, you would type 10 at the prompt if you want the report to include only the top 10 problems.

The following sample reports show the list and bar chart outputs. The reports include the top 10 problems for June 1-30, 1996 for all visits. All POVs are included.

List Format

```
OCT 16, 1996                                                      Page 1
                              SELLS HOSPITAL/CLINIC


                    TOP 10 POV/Problem (Problem Code)'s.
                Both PRIMARY and SECONDARY POV's are included.
DATES: JUN 01, 1996 TO JUN 30, 1996


No.  PROB CODE NARRATIVE      PROBLEM (POV) CODE  # RECS   ACT TIME (MINS)
--------------------------------------------------------------------------
1.   OTHER HP/DP              OH                    529      43356
2.   DIABETES MELLITUS        DM                    301      22890
3.   NO PROBLEM ENTERED       --                     79      23675
4.   HYPERTENSION             HY                     71       2610
5.   PRENATAL CARE            PR                     64       1672
6.   DENTAL (ALL)             DE                     39       1395
7.   MOVEMENT PROBLEM         MP                     38       1360
8.   WELL CHILD CARE          WC                     32       1535
9.   NUTRITION                NU                     28       9190
10.  FAMILY PLANNING          FP                     22        310
```

Bar Chart Format

```
    OCT 16, 1996                                                  Page 1
                              SELLS HOSPITAL/CLINIC

 TOP 10 POV/Problem (Problem Code)'s.
 Both PRIMARY and SECONDARY POV's are included.
 DATES: JUN 01, 1996 TO JUN 30, 1996


 PROB CODE NARRATIVE
 -------------------------------------------------------------------------
 OTHER HP/DP     (OH)   |*********************** *********************** ***(500)
 DIABETES MELLITUS (DM) |**********************************************(404)
 NO PROBLEM ENTERE ( --) |********** 99
 HYPERTENSION    (HY)   |********* 92
 PRENATAL CARE   (PR)   |******** 81
 MOVEMENT PROBLEM (MP)  |****** 62
 WELL CHILD CARE (WC)   |***** 47
 DENTAL (ALL)    (DE)   |**** 44
 NUTRITION       (NU)   |*** 30
                        |_____|_____|_____|_____|_____|__
                        0      100     200     300     400     500
```

FCAT   Frequency of Problems by Problem Category

This report generates a list of the top N POVs/Problems (Problem Category) for visits that you select. You have the option of including only primary POVs or all POVs. Also, you can choose to have the results printed in a list format or as a bar chart.

Begin by entering a beginning and ending date of service for the time period of interest.

Next, you will select the records to be included in the report. You can select records based on any of the following criteria. At the prompt, enter a list or range of numbers to indicate your selection; for example, 1-4,5,20 or 10,12,20,30. If you want to include all records in your report, press **<return>** to bypass the selection prompt.

Selection Criteria

1) Patient Sex	14) Activity Location	26) Substance-Related
2) Patient DOB	15) Hospital/Clinic Name	27) Blood Pressure Taken
3) Patient Age	16) Referred to CHR by	28) Weight Taken
4) Chart Facility	17) Referred by CHR to	29) Height Taken
5) Patient Community	18) Evaluation	30) Head Circumference Taken
6) Patient Tribe	19) Travel Time	31) Vision Uncorrected on
7) Eligibility Status	20) Number Served	32) Vision Corrected Taken
8) Classification/Benefic	21) Prim Health Prob (Code)	33) Temperature Taken
9) Medicare Eligibility	22) Health Problem Code	34) Pulse Taken
10) Medicaid Eligibility	23) Primary Service Code	35) Respiration Taken
11) Private Ins Elig	24) Service Code	36) PPD Reading Done
12) Designated Provider	25) Service Minutes	37) Insurer Recorded
13) CHR (Provider)		

You will then need to select whether you want only primary POVs printed in the report or all POVs. Select one of the following by entering the corresponding letter at the prompt:
  P   Primary POVs only
  S   Primary and secondary POVs

After you have made your selection, you will be prompted to indicate the type of report output desired. Select one of the following:
  L   List of items with counts
  B   Bar chart (132 col)

Type L or B at the prompt to indicate your choice. Note that you must have a printer capable of producing 132 character lines if you want to print the bar chart.

Finally, you will need to specify the number of items that will appear in the list or bar chart. For instance, you would type 10 at the prompt if you want the report to include only the top 10 POVs.

The following sample reports show the list and bar chart outputs. The reports include the top 10 POVs for June 1-30, 1996 for all visits. All POVs are included.

List Format

```
OCT 16, 1996                                                      Page 1
                            SELLS HOSPITAL/CLINIC

TOP 10 Problem/POV (Problem Category)'s.
Both PRIMARY and SECONDARY POV's are included.
DATES: JUN 01, 1996 TO JUN 30, 1996

No.   CATEGORY NARRATIVE        CATEGORY CODE  # RECS  ACT TIME (MINS)
------------------------------------------------------------------------
1.   HP/DP                     HP/DP           732    63891
2.   CHRONIC DISEASE           CHRONIC DISEASE 422    32124
3.   MATERNAL & CHILD HEALTH   MATERNAL & CHIL 161     5207
4.   ILL -DEFINED CONDITIONS    ILL -DEFINED CON  116    3250
5.   CIRCULATORY               CIRCULATORY     112     3855
6.   NONE                      NONE             99    31325
7.   COMMUNICABLE DISEASES     COMMUNICABLE DI  55     1075
8.   DIGESTIVE                 DIGESTIVE        51     2065
9.   RESPIRATORY               RESPIRATORY      39      729
10.  EAR                       EAR              22     1050
```
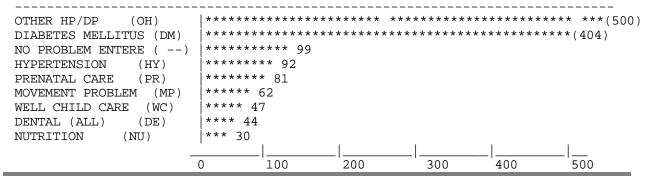
Bar Chart Format

```
OCT 16, 1996                                                      Page 1
                            SELLS HOSPITAL/CLINIC
TOP 10 Problem/POV (Problem Category)'s.
Both PRIMARY and SECONDARY POV's are included.
DATES: JUN 01, 1996 TO JUN 30, 1996

CATEGORY NARRATIVE
----------------------------------------------------------------------------
HP/DP           (HP/DP)  |*****************  *****.************* **********(600)
CHRONIC DISEASE (CHRONI) |*****************************************(520)
MATERNAL & CHILD(MATERN) |******************* 161
 ILL-DEFINED COND(ILL -DE) |************** 116
CIRCULATORY     (CIRCUL) |************** 112
NONE            (NONE)   |************ 99
COMMUNICABLE DIS(COMMUN) |****** 55
DIGESTIVE       (DIGEST) |****** 51
RESPIRATORY     (RESPIR) |**** 39

                        |_____|_____|_____|_____|_____|_____|
                        0      100     200     300     400     500     600
```

CHRIS II Reports

The following reports are available from the CHRIS II Reports menu:

```
         *********************************************
         **      RPMS CHR/PCC REPORTING SYSTEM    **
         **            CHRIS II REPORTS           **
         *********************************************
                     SELLS HOSPITAL/CLINIC
                         Version 1.0


C1  CHR #1 - Time, Contacts, Activities by HEALTH PROBLEM
C2  CHR #2 - Time, Contacts, Activities by SERVICE
C3  CHR #3 - Time, Contacts, Activities by SETTING
C4  CHR #4 - Number of Referrals From/To
C5  CHR #5 - Client Contacts by Health Area, Age, Sex
C6  CHR #6 - Provider Data
C8  CHR #8 - Hours (Service+Travel) by Month
C9  CHR #9 - Data Summary by Provider
CH  CHR #13 - Highlights
```

C1   CHR #1 - Time, Contacts, Activities by Health Problem

This report shows how CHR Program manpower resources were spent on different health areas. It allows you to see if program objectives and needs in priority health areas are being addressed. Is more time than expected being spent in certain areas? Less time? Is the proportion of time spent on high-priority areas adequate? Does travel time seem high? Note that the number served is not a count of only different people served, since it may include multiple activities for the same person. Instead, it is a count of patient contacts or encounters. For individual CHR performance, managers can review Report #1 at the provider level.

To generate the report, enter the beginning and ending date of service. You will then have the option of including data from all CHR programs or one specific program. At the prompt, enter Yes to include all programs or No to limit the report to one program. If you respond No, you will then need to enter the specific program name at the next prompt.

The sample report on the following page shows data for the White Mountain Apache program for June 1-30, 1996.

```
                                                    OCT 16, 1996 Page 1
                        ********** CHR REPORT NO. 1 **********

            TIME SPENT, CLIENT CONTACTS, AND ACTIVITIES by HEALTH PROBLEM

                    PROGRAM: WHITE MOUNTAIN APACHE (6071233)
                    REPORT DATES: JUN 01, 1996 TO JUN 30, 1996

     HEALTH PROBLEM        SERVICE      TRAVEL     CLIENT      ACTIVITIES
                           HOURS        HOURS      CONTACTS
    ------------------------------------------------------------------------
       TOTAL            1,592  100%   300 100%  1,667 100%  1,324 100%

    AN ABUSE/NEGLECT         0    0%     0   0%      1   0%      1    0%
    AC ACCIDENTAL INJURY    10    1%     4   1%     13   1%     15    1%
    AL ALCOHOL               8    1%     3   1%     22   1%     16    1%
    AG ALLERGY               0    0%     0   0%      1   0%      1    0%
    AR ARTHRITIS             8    0%     2   1%      7   0%     11    1%
    BL BLEEDING              6    0%     0   0%      4   0%      1    0%
    CO COLD                  3    0%     1   0%      7   0%      6    0%
    DE DENTAL (ALL)         23    1%    15   5%     57   3%     39    3%
    DM DIABETES MELLITUS   323   20%    52  17%    405  24%    293   22%
    DI DIALYSIS              1    0%     0   0%      1   0%      1    0%
    DA DRUG ABUSE            1    0%     0   0%      2   0%      2    0%
    EC EYE CARE/GLASSES      6    0%     1   0%      5   0%      5    0%
    ED EYE DISEASE           9    1%     2   1%     15   1%     13    1%
    FP FAMILY PLANNING       5    0%     3   1%     21   1%     22    2%
    GA GALLBLADDER           0    0%     1   0%      2   0%      2    0%
    GE GASTROENTERITIS/DIARR 0    0%     1   0%      5   0%      3    0%
    GU GENITO/URINARY DISEAS 2    0%     0   0%      1   0%      1    0%
    HA HEARING AIDS          7    0%     1   0%      3   0%      4    0%
    HT HEART                 5    0%     6   2%     10   1%     15    1%
    HY HYPERTENSION         44    3%    12   4%     89   5%     71    5%
    IZ IMMUNIZATION          0    0%     1   0%      3   0%      2    0%
    IM IMPETIGO              3    0%     4   1%     15   1%     16    1%
    IN INFECTIONS            2    0%     1   0%      5   0%      3    0%
    IC INJURY CONTROL       25    2%     5   2%      1   0%      9    1%
    MP MOVEMENT PROBLEM     23    1%    10   3%     43   3%     38    3%
    -- NO PROBLEM ENTERED  158   10%     2   1%      3   0%     33    2%
    NU NUTRITION           153   10%     5   2%     79   5%     28    2%
    OB OBESITY               1    0%     0   0%      1   0%      1    0%
    OD OTHER DIGESTIVE       4    0%     0   0%      4   0%      2    0%
    OH OTHER HP/DP         682   43%   139  46%    643  39%    521   39%
    OI OTHER INFECTIONS      5    0%     1   0%     18   1%     13    1%
    ON OTHER NERVOUS SYSTEM  2    0%     1   0%      2   0%      2    0%
    OR OTHER RESPIRATORY     3    0%     1   0%      9   1%      7    1%
    PQ PARA/QUADRAPLEGIC     8    0%     2   1%      8   0%      9    1%
    PO POSTNATAL CARE        1    0%     1   0%      2   0%      3    0%
    PR PRENATAL CARE        28    2%     8   3%     67   4%     64    5%
    SD SEIZURE DISORDER      1    0%     0   0%      4   0%      1    0%
    SS STRESS                4    0%     1   0%      7   0%      8    1%
    WC WELL CHILD CARE      26    2%    13   4%     67   4%     32    2%
```

C2   CHR #2 - Time, Contacts, and Activities by Service

This report shows how time was spent on various services. Are certain services taking more or less time than the tribe had projected/planned? Is this situation okay or does the manager need to reevaluate the situation for possible change? Is sufficient time spent in training for areas that are of a high priority to the tribal program? Does the amount of time used for administration exceed the recommended level of 15%? If yes, Why?

You will enter the beginning and ending date of service for the report. You will then have the option of including data from all CHR programs or one specific program. At the prompt, enter Yes to include all programs or No to limit the report to one program. If you respond No, you will then need to enter the specific program name at the next prompt.

The following sample report shows data for the White Mountain Apache program for June 1-30, 1996.

```
                                                    OCT 16, 1996  Page 1
                  ********** CHR REPORT NO. 2 **********

       TIME SPENT, CLIENT CONTACTS, AND ACTIVITIES by ACTIVITY (SERVICE)

                 PROGRAM: WHITE MOUNTAIN APACHE (6071233)
                 REPORT DATES: JUN 01, 1996 TO JUN 30, 1996

    ACTIVITY (SERVICE)        SERVICE     TRAVEL    CLIENT        ACTIVITIES
                              HOURS       HOURS     CONTACTS
   --------------------------------------------------------------------------
     TOTAL                   1,592 100%  300 100%  1,667 100%  1,324 100%

  AM ADMINISTRATION/MANAGEM    366 23%    11   3%     22   1%     134  10%
  CF CASE FINDING/SCREENING     38  2%     4   1%     99   6%      68   5%
  CM CASE MANAGEMENT            15  1%     3   1%     15   1%      17   1%
  EC EMERGENCY CARE              4  0%     1   0%      2   0%       3   0%
  ES ENVIRONMENTAL SERVICE      20  1%     3   1%      0   0%       6   0%
  HE HEALTH EDUCATION          255 16%    30  10%    315  19%     117   9%
  HS HOMEMAKER SERVICES          4  0%     1   0%     15   1%       5   0%
  IT INTERPRET/TRANSLATE         0  0%     0   0%      1   0%       1   0%
  MP MONITOR PATIENT            88  6%    23   8%    170  10%     111   8%
  OT OBTAIN TRAINING            87  5%     5   2%      2   0%      31   2%
  OP OTHER PATIENT SERVICE     540 34%   138  46%    503  30%     506  38%
  PC PATIENT CARE               14  1%     8   3%     36   2%      32   2%
  TP TRANSPORT PATIENT         160 10%    75  25%    487  29%     293  22%

  RUN TIME (H.M.S): 0.0.25
  End of report. HIT RETURN:
```

C3   CHR #3 - Time, Contacts, Activities by Setting

The CHR #3 report shows where the CHRs reported spending their time and the number of patient encounters that occurred in the different settings. There is no ideal distribution of time to the different settings. However, if the data showed that CHRs were spending a high proportion of time in hospitals/clinics when the tribe planned for an emphasis in home visits, it would raise questions for the program manager. Also, if CHRs were spending too much time in the office, this could indicate that outreach services were not being emphasized enough.

To generate the report, enter the beginning and ending date of service. You will then have the option of including data from all CHR programs or one specific program. At the prompt, enter Yes to include all programs or No to limit the report to one program. If you respond No, you will then need to enter the specific program name at the next prompt.

The following sample report shows data for the White Mountain Apache program for June 1-30, 1996.

```
                                                  OCT 16, 1996 Page 1

                      ********** CHR REPORT NO. 3 **********

              TIME SPENT, CLIENT CONTACTS, AND ACTIVITIES by SETTING

                    PROGRAM: WHITE MOUNTAIN APACHE (6071233)
                    REPORT DATES: JUN 01, 1996 TO JUN 30, 1996

     SETTING              SERVICE      TRAVEL      CLIENT     ACTIVITIES
                          HOURS        HOURS       CONTACTS
  --------------------------------------------------------------------------
     TOTAL             1,592 100%    300 100%   1,667  100% 1,324  100%

 CH CHR OFFICE            794  50%     28   9%      62    4%   314   24%
 CM COMMUNITY
 HM HOME                  112   7%     27   9%     194   12%   149   11%
 HC HOSPITAL/CLINIC       119   8%     29  10%     160   10%   139   10%
 ** NO SETTING ENTERED     4   0%      0   0%       0    0%     3    0%
 -- NOT AVAILABLE          2   0%      0   0%       0    0%     1    0%
 RT RADIO/TELEPHONE        0   0%      0   0%       1    0%     3    0%

 RUN TIME (H.M.S): 0.0.23
 End of report. HIT RETURN:
```

C4   CHR #4 - Number of Referrals from/to

The number and distribution of the referral data in this report show the connection between CHRs and the community health-care delivery system. The report details the number and frequency of referrals to the CHR program and the number and frequency of referrals made by the CHR program.

You will enter the beginning and ending date of service for the report. You will then have the option of including data from all CHR programs or one specific program. At the prompt, enter Yes to include all programs or No to limit the report to one program. If you respond No, you will then need to enter the specific program name at the next prompt.

The following sample report shows data for the White Mountain Apache program for June 1-30, 1996.

```
                                                        OCT 16, 1996  Page 1
                    ********** CHR REPORT NO. 4 **********

                         NUMBER OF REFERRALS FROM/TO

                    PROGRAM: WHITE MOUNTAIN APACHE (6071233)
                    REPORT DATES: JUN 01, 1996 TO JUN 30, 1996

  REFERRALS TO CHR FROM   # REFERRALS   REFERRALS BY CHR TO   # REFERRALS
  -------------------------------------------------------------------------
     TOTAL                183 100%          TOTAL             91 100%
  MD MEDICAL               68  37%       MD MEDICAL           27  30%
  NR NURSING                0   0%       NR NURSING            0   0%
  DN DENTAL                 2   1%       DN DENTAL             0   0%
  EY EYE                    7   4%       EY EYE                1   1%
  SW SOCIAL WORKER          1   1%       SW SOCIAL WORKER      0   0%
  SA SUBSTANCE ABUSE PROG   1   1%       SA SUBSTANCE ABUSE PROG  0   0%
  OP OTHER PROFESSIONALS    7   4%       OP OTHER PROFESSIONALS   0   0%
  TN TECHNICIAN             0   0%       TN TECHNICIAN         0   0%
  AP AGENCY/PROGRAM         7   4%       AP AGENCY/PROGRAM     4   4%
  FS FAMILY/SELF/COMMUNIT  29  16%       FS FAMILY/SELF/COMMUNIT  0   0%
  CH CHR                   61  33%       CH CHR               59  65%

  RUN TIME (H.M.S): 0.0.8
  End of report. HIT RETURN:
```

C5   CHR #5 - Client Contacts by Health Area, Age, Sex

This report provides information on the characteristics of the individual people served. Are the program's resources primarily directed to younger or older patients? Groups with the greatest health-care needs? Targeted ages the tribe wants addressed?

This report can also help to monitor reporting accuracy, since certain health areas, like Gerontological and Maternal/Child Health, should include patients from certain age and sex groups, such as older and younger people and women. Given the age distribution of the community, are CHR resources meeting the needs of the local population? The answer requires information on the age distribution and health-care needs of the local population, which can be found in certain IHS data sources. Remember that the numbers do not necessarily represent different people since the same person can receive multiple services.

Note: This report requires a printer capable of producing 132 character lines.

You will enter the beginning and ending date of service for the report. You will then have the option of including data from all CHR programs or one specific program. At the prompt, enter Yes to include all programs or No to limit the report to one program. If you respond No, you will then need to enter the specific program name at the next prompt.

The predefined age groups used in the report are defined as:
        0 - 4
        5 - 9
        10 - 19
        20 - 34
        35 - 54
        55 - 199

If you want to change these groupings, enter Yes at the prompt and follow the on-screen instructions.

The following sample report shows data for the White Mountain Apache program for June 1-10, 1996.

```
                    DATE GENERATED: OCT 16, 1996              PAGE 1

             ********** CHR REPORT NO. 5 **********
           CLIENT CONTACTS BY HEALTH PROBLEM, AGE AND SEX
             PROGRAM: WHITE MOUNTAIN APACHE (6071233)
             REPORT DATES: JUN 01, 1996 TO JUN 10, 1996

HEALTH PROBLEM     ---ALL AGES---  0-9     9-19    20-39   39-59    >59
                     M     F       M   F   M   F   M   F   M   F   M   F
-----------------------------------------------------------------------
 TOTAL             50    60        5   9  10  10   5  15  12  10  18  16
IM IMPETIGO         9     3        .   1   4   .   2   2   .   .   3   .
DM DIABETES        20    20        .   .   .   .   .   .  10  10  10  10
CO COLD            12    20        5   8   .   6   .   .   2   .   5   6
NU NUTRITION        9    17        .   .   6   4   3  13   .   .   .   .
```

C6   CHR #6 - Provider Data

The Provider Data report gives a quick comparative overview of the performance of each CHR in the program. How does reported time vary among CHRs and why do some CHRs report more time than others? If there is a significant discrepancy in the number of hours shown, be sure CHRs can account for their time so you can tell whether there is a problem with coding or with missing data. Also, why do some CHRs show more work hours than would be expected in the time period covered? Fewer hours? Review the number of people served and make sure that very high and very low numbers are accurate. Calculate time per person served by dividing total service hours by the total number served. You can do this for each CHR and for all CHRs combined. Are CHRs spending too little time per person served? Too much?

Note: This report requires a printer capable of producing 132 character lines.

To generate the report, you will enter the beginning and ending date of service. You will then have the option of including data from all CHR programs or one specific program. At the prompt, enter Yes to include all programs or No to limit the report to one program. If you respond No, you will then need to enter the specific program name at the next prompt.

The following sample report shows data for the White Mountain Apache program for June 1-10, 1996.

```
              DATE GENERATED: OCT 16, 1996                 PAGE 1

                 ********** CHR REPORT NO. 6 **********
               CLIENT CONTACTS BY HEALTH PROBLEM, AGE AND SEX
                  PROGRAM: WHITE MOUNTAIN APACHE (6071233)
                  REPORT DATES: JUN 01, 1996 TO JUN 10, 1996

           SERVICE TRAVEL  LEAVE   TOTAL 0 NUM SERV 1 NUM SERV GROUP      AVERAGE  TOT
NUM
PROVIDER   HOURS   HOURS   HOURS   HOURS ACTIVITIES ACTIVITIES ACTIVITIES GRP SIZE
SERVED
-----------------------------------------------------------------------------------
TOTAL      4,118   803     994     5,915  1,340         1,647      657       4.6   4,691

BUTCHER,LORI 359     7      21       387    137            4        14      12.9     185
SMITH,MARY   294    62      77       434    114          144       121       3.2     530
...
...
..., etc.
```

C8   CHR #8 - Hours (Service + Travel) by Month

This report produces a summary of the total number of hours (service, leave, and travel) spent by the CHR program staff each month on CHR activities during the reporting period.

First, enter the beginning and ending service dates at the prompts. You can then choose to have the data reported by program or by provider. Select one of the following choices by entering the corresponding mnemonic at the prompt.

> PG   By Program (Report 8)
> PR   By Provider (Report 8.2)

A sample of each type of report is shown here.

Report Output by Program

```
                                                    OCT 16, 1996 Page 1

                      ********** CHR REPORT NO. 8 **********

                      HOURS (SERVICE+TRAVEL) BY MONTH AND PROGRAM

                       PROGRAM: WHITE MOUNTAIN APACHE (6071233)
                       REPORT DATES: JUN 01, 1996 TO AUG 30, 1996


   MONTH/YEAR      TOTAL HOURS      SERVICE HOURS     TRAVEL HOURS
   ----------------------------------------------------------------------
     JUN 1996       2,229            1,928               300
     JUL 1996       2,100            1,880               220
     AUG 1996       2,200            1,700               500

   RUN TIME (H.M.S): 0.1.23
   End of report. HIT RETURN:
```

Report Output by Provider

```
                                                  OCT 16, 1996 Page 1

                ********** CHR REPORT NO. 8.2 **********

                HOURS (SERVICE+TRAVEL) BY MONTH AND PROVIDER

                        PROVIDER: JARLAND,TONI M
                REPORT DATES: JUN 01, 1996 TO JUL 30, 1996


  MONTH/YEAR      TOTAL HOURS      SERVICE HOURS    TRAVEL HOURS
  ---------------------------------------------------------------------
     JUN 1996          107              85              22
     JUL 1996           55              49               6



                                                  OCT 16, 1996 Page 2

                ********** CHR REPORT NO. 8.2 **********

                HOURS (SERVICE+TRAVEL) BY MONTH AND PROVIDER

                        PROVIDER: BUTCHER,LORI A
                REPORT DATES: JUN 01, 1996 TO JUL 30, 1996

  MONTH/YEAR      TOTAL HOURS      SERVICE HOURS    TRAVEL HOURS
  ---------------------------------------------------------------------
     JUN 1996          200             170              30
     JUL 1996           55              49               6
```

Note: One page will print for each CHR for Report 8.2 (by provider).

C9   CHR #9 - Data Summary by Provider

The Data Summary by Provider report displays a summary of the CHR's activities. The
CHR's time is broken down into administrative and non-administrative duties so that you can
determine on which types of activities the CHRs are spending the majority of their time.

This report option prompts you to enter a beginning and ending date of service.

Below is a sample report for June 1-10, 1996.

```
                                              OCT 16, 1996 Page 1

                  ********** CHR REPORT NO. 9 **********

                        DATA SUMMARY BY PROVIDER
                  REPORT DATES: JUN 01, 1996 TO JUN 10, 1996

                  TOT NUM OF    NUMBER     S&T HRS    S&T HRS    S&T HRS
PROVIDER          ACTIVITIES    SERVED    ALL SRVS    NON  -ADM   ADM SRV
------------------------------------------------------------------------
---
TOTAL              1,386       1,658       2,229      1,425      1,545

BUTCHER,LORI          30           0        178          5        169
CHR,TRIBAL           236         267        416        279        486
CURTIS,ANDREA         95         117        107         84         23
DOUGLAS,BILL         142         153        152        134         18
ENIS,IRMA             29           2        141          1        190
GRIFFITH,SARAH ANN   159         257        132        123        110
TRANGSRUD,DENA       145         189        166        122        143
JARLAND,TONI M       127         146        107         93         64
KORB,HELEN            89          55        117        105         12
JONES,BONNIE LEIGH    72          96        138         20        167
MONTOUR,VINA J.       48         109        145        112         32
HALL,HELEN MAE        18           1        144        144         23
LOPEZ,DIANA MARIE     56          62        120         74         46
STEPHENS,TERESA      140         204        166        130         86

RUN TIME (H.M.S): 0.0.14
End of report. HIT RETURN:
```

CH CHR #13 - Highlights

The local CHR program can compare its scope of work performance over a specified time period by listing the top five reported areas or services as a portion of 100% in the following areas:

- Health areas by time
- Health areas by client contacts
- Services by time
- Patient transportation services against standard values
- Administration/management services against standard values
- Non-specific health area services against standard values
- Individual provider activities by setting, individual versus group encounters in total client contacts

Begin generating this report by entering the beginning and ending dates of service. You will then have the option of including data from all CHR programs or one specific program. At the prompt, enter Yes to include all programs or No to limit the report to one program. If you respond No, you will then need to enter the specific program name at the next prompt.

Next, you have the option of presenting the data in a list format or as a bar chart. Select one of the following by entering the corresponding letter at the prompt.

     L   List of items with counts
     B   Bar chart (132 col)

Finally, indicate the number of entries to include in the report; for instance, if you enter the number 10, only the top 10 items will print.

A sample of the list format report type is included on the following pages.

List Format

```
            COMMUNITY HEALTH REPRESENTATIVE REPORT 13   -- HIGHLIGHTS
                      TOP 30 HEALTH PROBLEMS AND SERVICES
                  REPORTING PERIOD: JUN 01, 1996 TO JUN 30, 1996

HEALTH PROBLEM               SERVICE & TRAVEL        % OF TOTAL
                                  HOURS
----------------------------------------------------------------------------
OTHER HP/DP                       861.1                 38.6
DIABETES MELLITUS                 433.3                 19.4
NO PROBLEM ENTERED                396.9                 17.8
NUTRITION                         158.3                  7.1
HYPERTENSION                       55.4                  2.5
WELL CHILD CARE                    38.2                  1.7
DENTAL (ALL)                       37.9                  1.7
PRENATAL CARE                      36.0                  1.6
MOVEMENT PROBLEM                   32.9                  1.5
INJURY CONTROL                     29.8                  1.3
ACCIDENTAL INJURY                  14.0                  0.6
EYE DISEASE                        11.1                  0.5
ALCOHOL                            11.0                  0.5
HEART                              10.6                  0.5
PARA/QUADRAPLEGIC                   9.8                  0.4
ARTHRITIS                          9.3                  0.4
HEARING AIDS                       8.2                  0.4
FAMILY PLANNING                    7.9                  0.4
OTHER INFECTIONS                   6.8                  0.3
EYE CARE/GLASSES                   6.8                  0.3
IMPETIGO                           6.6                  0.3
BLEEDING                           6.2                  0.3
STRESS                             5.6                  0.3
OTHER RESPIRATORY                  4.5                  0.2
OTHER DIGESTIVE                    4.3                  0.2
COLD                               4.3                  0.2
OTHER NERVOUS SYSTEM               2.4                  0.1
INFECTIONS                         2.4                  0.1
GENITO/URINARY DISEASE             2.2                  0.1
SURGERY FOLLOWUP                   2.2                  0.1
SCHOOL HEALTH                      1.5                  0.1

ALL HEALTH PROBLEMS             2,228.5                 100%
```

DATE PRINTED: OCT 16, 1996   Page 2

                COMMUNITY HEALTH REPRESENTATIVE REPORT 13   -- HIGHLIGHTS
                       TOP 30 HEALTH PROBLEMS AND SERVICES
                   REPORTING PERIOD: JUN 01, 1996 TO JUN 30, 1996

SERVICE   SERVICE & TRAVEL   % OF TOTAL
                                  HOURS

OTHER PATIENT SERVICE   678.3   30.4
ADMINISTRATION/MANAGEMENT   376.9   16.9
LEAVE TIME   336.6   15.1
HEALTH EDUCATION   284.8   12.8
TRANSPORT PATIENT   235.1   10.5
MONITOR PATIENT   110.6   5.0
OBTAIN TRAINING   92.8   4.2
CASE FINDING/SCREENING   41.7   1.9
ENVIRONMENTAL SERVICE   22.4   1.0
PATIENT CARE   21.9   1.0
CASE MANAGEMENT   17.6   0.8
EMERGENCY CARE   5.0   0.2
HOMEMAKER SERVICES   4.3   0.2
INTERPRET/TRANSLATE   0.6   0.0

ALL SERVICES   2,228.5   100%

RUN TIME (H.M.S): 0.0.5
End of report. HIT RETURN:

Print CHR Standard Tables

The following report options allow you to print the CHR standard tables listed.

```
        *********************************************
        **        RPMS CHR/PCC REPORTING SYSTEM     **
        **          Print CHR Standard Tables       **
        *********************************************
                      SELLS HOSPITAL/CLINIC
                          Version 1.0


    AL    Print Activity Location Table
    FP    Print Family Planning Method Table
    PG    Print CHR Programs Table
    RF    Print Referrals Table
    SC    Print Service Code Table
```

To print any of these tables, enter the corresponding mnemonic and press the **<return>** key. You can then select how you want the table sorted. The default value for the sort prompt is Name. To see the other options available, type a question mark (?) and press **<return>**.

These reports are displayed on the following pages.

```
 CHR ACTIVITY LOCATIONS LIST                   OCT 16,1996 08:34  PAGE 1
                              MNEMONIC
                              (CHRIS
 NAME                         II)
 -----------------------------------------------------------------------

 CHR OFFICE            CH
 COMMUNITY             CM
 HOME                  HM
 HOSPITAL/CLINIC       HC
 NOT AVAILABLE         --
 RADIO/TELEPHONE       RT
```

```
 CHR FAMILY PLANNING METHODS LIST              OCT 16,1996 08:34  PAGE 1
 NAME                         CODE
 -----------------------------------------------------------------------
 BIRTH CONTROL PILLS          3
 CERVICAL CAP                 5
 CONDOM                       4
 DEPO-PROVERA HORMONE         12
 DIAPHRAGM                    10
 IUD                          8
 MORNING AFTER                14
 NORPLANT                     13
 NOT NEEDED                   1
 NOT USED                     2
 OVULATION/RHYTHM             9
 SPONGE/SPERMICIDE            6
 TUBAL LIGATION               7
 VASECTOMY                    11
```

```
 CHR REFERRALS LIST                            OCT 16,1996 08:39  PAGE 1
  NAME                        MNEMONIC
 -----------------------------------------------------------------------
 AGENCY/PROGRAM               AP
 CHR                          CH
 DENTAL                       DN
 EYE                          EY
 FAMILY/SELF/COMMUNITY        FS
 MEDICAL                      MD
 NURSING                      NR
 OTHER PROFESSIONALS          OP
 SOCIAL WORKER                SW
 SUBSTANCE ABUSE PROGRAM      SA
 TECHNICIAN                   TN
```

```
CHR SERVICE CODES LIST                              OCT 16,1996 08:40  PAGE 1
NAME                        MNEMONIC
--------------------------------------------------------------------------------
ADMINISTRATION/MANAGEMENT    AM
CASE FINDING/SCREENING       CF
CASE MANAGEMENT              CM
EMERGENCY CARE               EC
ENVIRONMENTAL SERVICE        ES
HEALTH EDUCATION             HE
HOMEMAKER SERVICES           HS
INTERPRET/TRANSLATE          IT
LEAVE TIME                   LT
MONITOR PATIENT              MP
OBTAIN TRAINING              OT
OTHER PATIENT SERVICE        OP
PATIENT CARE                 PC
TRANSPORT PATIENT            TP
```

3 Manager Utilities

This chapter provides instructions on using the Manager Utilities available in the RPMS CHR/PCC system. These utilities include functions to update site parameters for the system, download patient demographics to the remote computers, and export data to the CHRIS II system.

The following utilities are available from the Manager Utilities menu:

```
     *******************************************
     **      RPMS CHR/PCC REPORTING SYSTEM      **
     **            Manager Utilities            **
     *******************************************
                 SELLS HOSPITAL/CLINIC
                      Version 1.0


     EXP    Export Utility Menu ...
     PDL    Download Patient Demographic Data to Remote
     SITE   Update Site Parameters
```

Export Utility Menu

This set of options is used to export data to the CHRIS II system. At a specified interval, which will be defined by your Area CHR Coordinator, you must export the data that has been entered into the computer to the National CHRIS II Reporting System. This interval may be weekly, monthly, or quarterly. Contact the Area CHR Coordinator for the interval to be used in your Area.

The export process can be handled one of two ways. The first, and by far the easiest, is to have the RPMS Site Manager schedule a task called "BCH EXPORT GENERATE TXS" to run automatically at the indicated interval time. The second way to perform an export is to execute the option called GEN - Generate Transactions once a week, once a month, or at whatever interval has been defined.

To access the export menu, type EXP and press the **<return>** key. The following menu will display.

```
          *******************************************
          **      RPMS CHR/PCC REPORTING SYSTEM      **
          **          CHRIS II Export Utility        **
          *******************************************
                       SELLS HOSPITAL/CLINIC
                          Version 1.0


     GEN     Generate CHR Transactions for HQ
     DISP    Display a Log Entry
     RGEN    Re-generate Transactions
     RSET    Re-set Data Export Log
     CHK     Check Records Before Export
     ERRS    Print Error List for Export
     OUTP    Create OUTPUT Tape (if writing to Tape)
```

Follow these steps to export data to the CHRIS II system.

1. Determine at what interval (weekly, monthly, quarterly) the export should be performed.

2. Choose one of the following:
    A. Request that the Site Manager schedule the generation of the transactions at the appropriate interval. If you do this, proceed to step 3.
    B. Run option GEN - Generate Transactions. Below is a sample of how to generate transactions.

```
This routine will generate CHRIS II records to be sent to HQ. The data
transmitted will include everything entered since the last time data was
exported up until yesterday.

You may "^" out at any prompt and will ask to confirm your entries prior
to generating transactions.

Last run was for OCT 16,1996 through OCT 20,1996.

The inclusive dates for this run are OCT 21,1996 through OCT 28,1996.
The location for this run is SELLS HOSPITAL/CLINIC.

Do you want to continue? N//   YES
Generating New Log entry..

Do you want to QUEUE this to run at a later time? N//    No (no need to
queue)

Generating transactions. Counting records. (9)

12 transactions were generated.
Updating log entry.
Deleting cross-reference entries. (9)

RUN TIME (H.M.S): 0.0.4
```

```
Please Standby - Copying Data to UNIX File
/usr/spool/uucppublic/ BCHR000101.150


This filename if very important. You should now let the Site Manager
know that the export file has been created. Give this file name to the
Site Manager to send it to the Area Office.

-->There are more than twelve generations of CHR RECORDs stored in the
LOG file.
-->Time to do a purge.

DONE -- Press RETURN to Continue:
```

3. Display the log entry. To do this, enter DISP at the Export Utilities menu prompt and press the **<return>** key.

```
Select CHR EXTRACT LOG BEGINNING DATE:    (press the space bar here) 10-21-
1996

DEVICE: HOME//

Information for Log Entry 14 Beginning Date: OCT 21,1996

NUMBER: 14                 BEGINNING DATE: OCT 21, 1996
 ENDING DATE: OCT 28, 1996
 RUN START DATE/TIME: OCT 29, 1996@11:19:38
 RUN STOP DATE/TIME: OCT 29, 1996@11:19:41
 COUNT OF ERRORS: 0          COUNT OF TRANSACTIONS: 12
 COUNT OF RECORDS PROCESSED: 9     RUN LOCATION: SELLS HOSPITAL/CLINIC
 UPDATES: 12                DELETES: 0
 TRANSMISSION STATUS: SUCCESSFULLY COMPLETED
```

The above log entry shows you how many records were processed, how many transactions were generated, how many errors occurred, and which dates were included in this transmission. It is recommended that you save a copy of these log entries in a folder for future reference.

4. If any errors occurred, print the list of errors. Errors rarely occur. If they do, the records in error should be edited and corrected.

To print the error list, enter ERRS at the Export Utilities menu prompt and press **<return>**. Note that there were no errors for this export.

```
Select CHR EXTRACT LOG BEGINNING DATE: hit a space bar here or enter the
log number
No TX errors generated on that run.
```

RGEN   Re-Generate Transactions

If a file of transactions is lost or unreadable by the CHRIS II software, there may be a need to re-generate a set of transactions. To do this, enter RGEN at the Export Utility menu prompt and press the **<return>** key. Follow the example below.

```
Select CHR EXTRACT LOG BEGINNING DATE:   14 (enter the log number or
beginning date for the log that needs to be re-processed)


Log entry 14 was for date range MAY 21,1996 through MAY 28,1996
and generated 12 transactions from 9 records.

This routine will generate CHRIS II transactions.

Do you want to regenerate the transactions for this run? N//    YES
Do you want to QUEUE this to run at a later time? N//   NO
Generating transactions. Counting visits. (9)

12 transactions were generated.
Updating Log entry.

RUN TIME (H.M.S): 0.0.1

-->There are more than three generations of RECORDs stored in the LOG
file.
-->Time to do a purge.
Resetting RECORD specific data in Log file. (9)
Resetting RECORD TX Flags. (9)
Please Standby - Copying Data to UNIX File
/usr/spool/uucppublic/ BCHR000101.150
```

The filename that appears at the end of the dialog is very important. You should now let the Site Manager know that the export file has been created. Give the file name to your Site Manager who will send the file to the Area Office.

PDL   Download Patient Demographic Data toRemote

This option is used by the RPMS Site Manager to download a set of patients to a flat file. This file is then uploaded on the CHR's remote computer. Please refer to the CHR manual "How to Set Up and Maintain the Community Health Representative Remote Patient Care Component Information and Reporting System" for more information on how to upload patient data. The following is a sample of how to download the data.

```
This routine is to be run whenever a CHR wants to download the patient
demographic data to their remote device.

The set of patients that are downloaded can be selected based on
such items as community of residence or where the patient is registered.
A file of records will be created called CHRnnnn.xxx where nnn is the
user number of the CHR for whom the file is generated, and where xxx is
the Julian date. This file will be placed in the same directory that all
export globals are placed. In most cases that will be
/usr/spool/uucppublc. See your site manager to assist you in finding the
file once it has been created.

Do you wish to continue and create a download patient file? N//    YES

For which CHR is the file being created:    SMITH,MARY
```

At the above prompt, enter the name of the CHR for which the file of patients is being
created.

```
The Patients to be downloaded can be selected based on any of the
following criteria:

   1) Patient Age                 5) Patient DOB
   2) Patient Community           6) Living Patients
   3) Patient Tribe               7) Chart Facility
   4) Classification/Beneficiary  8) Date of Last Visit

      <Enter a list or a range. E.g. 1-4,5,20 or 10,12,20,30>
      <<HIT RETURN to conclude selections or bypass screens>>
Select Patients based on which of the above: (1-8):    2,6,7,8
```

In the above example, the patients selected for downloading will be screened by a particular
community, they will be living, have a chart at a certain facility, and have been seen within a
particular date range. The Site Manager should know ahead of time the subset of patients
that should be downloaded to this file. A specific definition for each of the selected criterion
will need to be entered next, as shown below.

(2) Patient Community Selection

```
Enter COMMUNITY: SELLS     PIMA   ARIZONA   067   0410067
Enter ANOTHER COMMUNITY:   <return> to bypass
```

(6) Living Patients Selection

```
    Select one of the following:
    1      Living Patients
    0      NO Living Patients

Should patient have: 1//  1 Living Patients
```

(7) Chart Facility Selection

```
Enter FACILITY LOCATION:   SELLS HOSPITAL
Enter ANOTHER FACILITY LOCATION:   <return> to bypass

The following have been selected =>
    SELLS HOSPITAL/CLINIC
```

(8) Date of Last Visit Selection (patients who have been seen since Jan. 1, 1993)

```
Enter beginning Date of Last Visit for Search:   01/01/93 (JAN 01, 1993)

Enter ending Date of Last Visit for Search: //   T
```

A summary of selection criteria will display.

```
    PATIENT Selection Criteria
        Patient Community: SELLS
        Living Patients: Living Patients Only
        Chart Facility: SELLS HOSPITAL/CLINIC
        Date of Last Visit: JAN 01, 1993 to JAN 01, 1996

    Would you like to select additional PATIENT criteria? NO//

Which FACILITY's HRN should pass to the remote?   SELLS HOSPITAL/CLINIC/
```

The chart number downloaded should be the chart number of the facility to which the CHR will pass the data.

```
I am going to create a file called CHR1066.150 which will reside in
the /usr/spool/uucppublic directory.
Actually, the file will be placed in the same directory that the data
export globals are placed.  See your site manager for assistance in
finding the file  after it is created. PLEASE jot down and remember the
following file name:
        **********  CHR1066.150  **********
It may be several hours (or overnight) before your flat file is
finished.

As a reminder, the records that are generated and placed in file
CHR1066.150 are in a standard, pre-defined record format. For a
definition of the format please see your user manual.

Is everything ok? Do you want to continue?? Y//  YES
Do you want to QUEUE this to run at a later time? Y//   NO
...EXCUSE ME, I'M WORKING AS FAST AS I CAN...
Please Standby - Copying Data to UNIX File
/usr/spool/uucppublic/ CHR1066.150
A total of 27 patients were downloaded.
```

The file listed above should then be placed on a diskette and uploaded to the CHR's remote PC using the procedures outlined in the manager's manual.

SITE   Update Site Parameters

Before using the RPMS CHR/PCC Information and Reporting System, the site parameters need to be set. The sample dialogue below shows how to set-up these parameters.

To access the site parameter setup screen, type SITE and press the **<return>** key.

```
Select CHR SITE PARAMETERS : Enter your site name here.

SITE: SELLS HOSPITAL/CLINIC// (Press <return> here.)
TYPE OF VISIT TO CREATE IN PCC : TRIBAL// (this should always be TRIBAL)
TYPE OF VISIT IF CHR IS WORKING AT THIS FACILITY:   IHS (Enter the type
of facility at which the RPMS Computer is located. Your response will
be either 638 or IHS.)

Enter a Location to be used for HOME: HOME//   (Enter the Service Unit's
HOME location, e.g., for the Sells Service Unit it is 000189.)

Enter a Location to be used for OFFICE: OFFICE//   (Enter the Service
Unit's OFFICE location, e.g., for the Sells Service Unit it is 000186.)

Enter a Location to be used for OTHER: OTHER//   (Enter the Service
Unit's OTHER location, e.g., for the Sells Service Unit it is 000198.)

MODE OF PASSING DATA TO CHRIS:   AIB AREA PROCESSING

DEFAULT DEVICE FOR DATA TRANS:   FILE (UNIX UUCPPUBLIC or DOS)
```

4 Send File from CHR Remote System

This option should **NOT** be used unless you have just dialed in from your remote PC and are about to transfer a file of HL7 transactions. Consult the CHR Manual "How to Setup and Maintain the Community Health Representative Remote Patient Care Component Information and Reporting System" for more information on how to send a file of transactions from a remote PC.